BUILDER INFORMATION SYSTEM

BIS®
Accounts Payable Module
Reference Manual

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Conventions Used In This Manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

Throughout the manual, the terms process and activity are generally used interchangeably.

⚠ **Caution**

> These boxes contain warnings about things that MUST checked, or of items to be aware, before proceeding. In many cases, the advice is to check with the company C.P.A. or other tax advisor.

ⓘ **Tip**

> Tips offer special information, considerations, or other insights when undertaking the task described.

Hyperlink
A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access
Menu access to selected items is shown in the two or three ways available (depending on the item). Here are examples to access to a functional menu element:

Modular Menu Access
AP | Vendor Types

This represents access to Vendor Types records from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access
List | Vendor Types

This represents access to Vendor Types records from the Standard menu.

Here is an example of access to a report item:

Access to 1099 Report
Module Menu with Reports Group
AP | Reports | 1099 Reports

This represents access to the 1099 Reports from the Module menu with Reports Group

Module Menu with Reports List
AP | 1099 Reports

This represents access to the 1099 Reports from the Module Menu with Reports List

Standard Menu
Reports | Accounts Payable | 1099 Reports
This represents access to the 1099 Reports from the Standard (legacy) menu.

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass 🔍 icon.

Section 1 – Menu & Overview

- Any accounts payable invoice can be distributed (posted) to as many different general ledger accounts and jobs as necessary.
- All invoices posted to the general ledger are verified; all affected inventory balances and unit costs are updated.
- Checks are printed by selecting the vendor number and specifying the invoice number and selected dates.
- Three different manual checks can be processed. AP and Vendor checks are process from AP, and Manual checks are processed from GL.*
- Partial payment can be made on any invoice. Overpayment of an invoice is not possible.
- Discounts are taken automatically if payment is made within the designated time. Discounts are normally computed by percentages, but special discounts can also be entered as dollar amounts.
- The Accounts Payable module automatically updates the accounts payable journal, the general ledger, the financial statements, the vendor ledgers, the cash disbursements journal, the job cost file, the subcontract file, the inventory file (if applicable) and the vendor history file. The books are always current as of the most recent invoice entered or paid, if the payment is made with a printed and saved check.
- Retention tracking of accounts payable invoices.
- 1099 tracking of accounts payable vendors allows 1099 forms to be printed and activity to be listed. The 1099 tracking also includes 1099 magnetic media reporting.
- An accounts payable aging report by vendor is provided to help determine future cash requirements and to take maximum advantage of available discounts. These aging reports can also be run for a previous date.
- An accounts payable aging report by job is provided to help determine future cash requirements and to take maximum advantage of available discounts. These aging reports can also be run for a previous date.
- Checks used have a standard format and are readily available from a BIS® approved, national vendor of business and computer forms.
- Shipping or mailing labels can be printed for vendors.
- BIS® prints or displays:
  - Accounts payable journal
  - One account, a range of accounts, or the complete accounts payable ledger, including discounts taken
  - The accounts payable aging report
  - Vendor information
  - 1099 forms and listing of activity

  *A vendor manual check may be written for an invoice which has been entered through accounts payable. A vendor manual check may also be written where there is no invoice in the system. Finally, a regular check may be written to a seller for whom no vendor master record will be created.

For the remainder of this manual, Accounts Payable may be abbreviated and referred to as AP.

⚠ **Caution**   Before adding new vendors, please note that it is strongly advisable that the System Wide Parameters for the AP modules (and others) are established in Administrator | System Wide Parameters | AP.

⚠ **Caution**   Before adding new vendors, please note that it is strongly advisable that the master records for payment terms are first established in Miscellaneous | Payment Terms of the modular menu or from List | Payment Terms in the Standard menu.

Section 2 – Primary Master Records

Vendors

This section covers two options, "Add Vendor Information" and "Edit Vendor Information". It is usually more effective to enter all of the vendor information at the same time. However, if some of the information is not readily available, it can be entered later by selecting from the AP Menu, Vendors. Instructions for changing a vendor using the option appear at the end of this section.

Modular Menu Access
AP | Vendors

Standard Menu Access
List | Vendors

Main Tab
The Vendors master file records all pertinent information related to vendors. The information recorded on these tabs is used throughout BIS® whenever a vendor is referenced in transactions or in other master records. The Main tab records general information about the vendor.
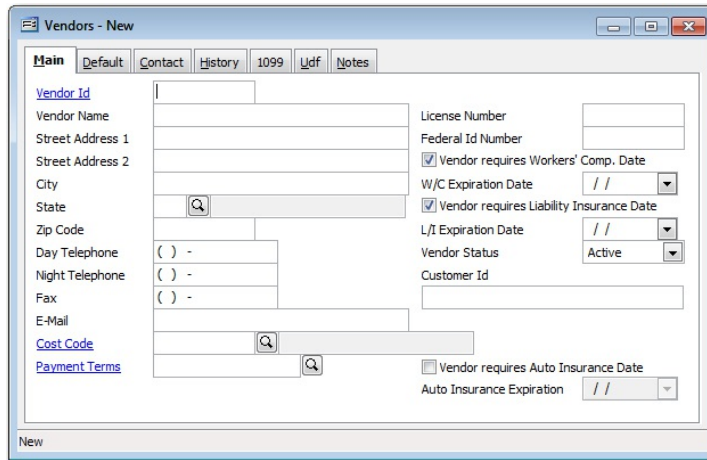
New Record
Initial access to Vendors from the menu opens the Vendors - New form. The form is used to enter new vendor information. However, access to a new form when another vendor's record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-1
Vendors - New master record screen form Main tab.

Editing an Existing Record

Figure: AP-2
Accounts Payable, Vendor Find/Search screen.

The list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Vendor Records
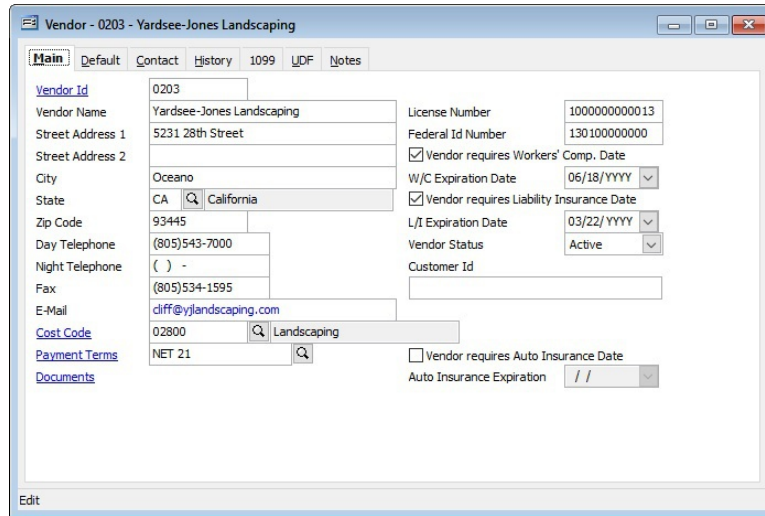
Users can scroll through the vendor records by using the VCR buttons on the toolbar ◄ ◄ ► ► at the top of the screen. Clicking on the First ◄ icon (at the top of the screen) will open the first record of the list according to Vendor Id. Clicking on the Previous ◄ icon (at the top of the screen) will open the immediately previous record of the list according to Vendor Id. Clicking on the Next ► icon (at the top of the screen) will open the next record of the list, according to Vendor Id. Clicking on the Last ► icon (at the top of the screen) will open the last record of the list according to Vendor Id.

Figure AP-3
Sample vendor record for editing.

Figure AP-4
Cloned record. Note that all of the initial fields, except for the Vendor Id, match the source record.
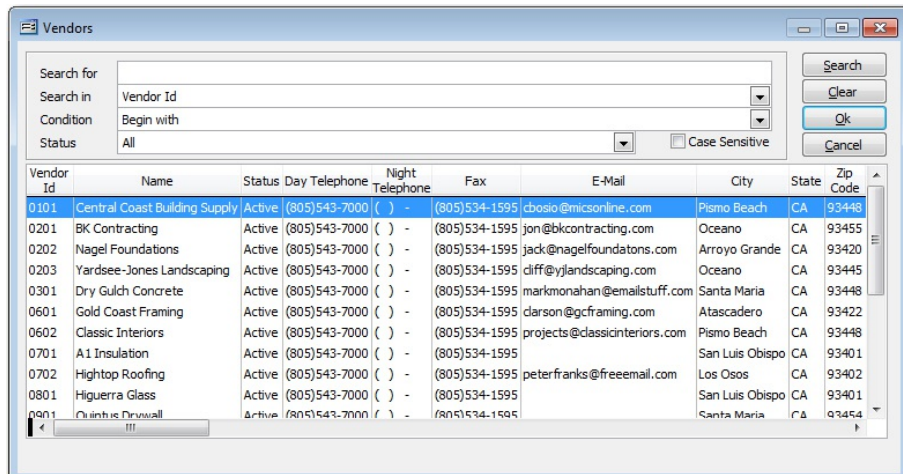

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record, making modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record ⊞ icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Vendor Id to be saved as a new record.

Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete ☒ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave the process.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Vendor Id
Enter the Id to be assigned to the vendor. Any 10-digit alpha or numeric character or combination of both may be used in the Vendor Id. BIS® checks for number duplication. A warning will appear if the Id has already been assigned. Please note that the underlined Vendor Id title is a hyperlink field as well as the description of the information to be entered.

Figure: AP-5
Reports directly accessible by right-clicking on the field name hyperlink

Vendor File

Vendor Labels

Vendor Ledger

Accounts Payable Aging

Vendor Payments
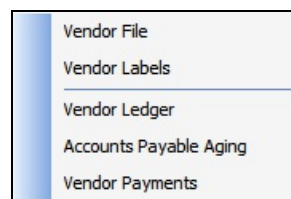
Vendor Name
Enter the name of the vendor, up to 30 characters.

Street Address 1
Enter the street number and street name of the vendor. This is an alphanumeric field up to 30 characters.

Street Address 2
Enter any secondary address information such as a suite number for the vendor. This is an alphanumeric field up to 30 characters.

City
Enter the name of the city, up to 30 characters.

State
The two-character state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool, or the drop down button (whichever is available on the form) to see an extended list of states.

Zip
Enter the postal zip code. The number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

Day Telephone
Enter the day telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Night Telephone
Enter the night telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Fax
Enter the fax telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

E-mail
Enter the e-mail address, an alphanumeric field limited to 35 characters.

Cost Code
Select the default cost code related with the vendors. Cost codes are maintained in the Cost Code Library. Click the hyperlink to open the Cost Code Library window. The code may be entered manually or by using the Find tool. Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library - New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Payment Terms
Select the default payment terms related with the vendors. Click the hyperlink to open the Payment Terms master record window to add or modify payment terms. The code may be entered manually or by using the Find tool described above. Please note that the underlined Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Terms - New form. Right-clicking the accesses the Payment Terms report that can be directly opened.

License Number
Enter the vendor's license number, an alphanumeric field limited to 13 characters, that is needed for those vendors who perform subcontract work.

Federal ID Number
Enter the Federal ID number. The number should be the same as the vendor's taxpayer identification number if the vendor is to receive a 1099 in the alphanumeric field limited to 12 characters.

Vendor Requires Worker's Comp Date
Check this box for subcontractor's worker's compensation insurance expiration date. Once it is checked, BIS® will warn if the expiration date has passed while entering accounts payable invoices.

Workers Compensation Insurance Date
Enter the worker's compensation insurance expiration date for the vendor. The date will also be included in vendor subcontract files. BIS® can warn of the expiration date while entering accounts payable invoices. The date may be typed of entered using the Calendar tool.

Vendor Requires Liability Insurance Date
Check the box for a subcontractor's liability insurance expiration date. Once it is checked, BIS® will warn of the expiration date has expired when entering accounts payable invoices.

Liability Insurance Expiration
Enter the liability insurance expiration date for the vendor. The date will also be included in vendor subcontract files. BIS® can warn if the expiration date has passed when entering accounts payable invoices. The date may be typed of entered using the Calendar tool.

Vendor Status
Enter the vendor status for the vendor. It provides a selection of status options to choose from. Click on the drop down control to select either Active or Inactive. Making a vendor inactive prevents any transactions from being processed for that vendor.

Vendor Requires Auto Insurance Date
Check the box for a subcontractor's auto insurance expiration date. Once it is checked, BIS® will warn of the expiration date has expired when entering accounts payable invoices.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Default Tab

The Default tab section of the Vendor maintenance form is used for setting up the default values for information related to the vendor selected.

Figure: AP-6
Vendor master record
sample screen Default tab.

GL Account Number

Select a General Ledger Expense, Cost of Goods sold (COGS), Work in Progress (WIP), or Inventory account number to be associated with the vendor. The account number is recalled when entering purchase orders and accounts payable invoices. The account may be entered manually or by using the Find tool. The hyperlink leads to the Chart of Accounts screen form.

Please note that the underlined GL Account title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the GL Account hyperlink opens a selection of reports that can be directly accessed.

Vendor Type

Select a Vendor Type to be associated with the vendor. Click on the drop down control to select from a list of vendor types. Two of the vendor types, Subcontractor and Supplier are preset by the program, and cannot be deleted. However, left-click the hyperlink to access the Vendor Types - New form to add more vendor types.

Please note that the underlined Vendor Type tittle is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Vendor Type hyperlink directly accesses the Vendor Types report.

Union Vendor

If the vendor selected is a union vendor, the option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

Minority Owned Business Enterprise

If the vendor selected is a minority owned business, the option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

Woman Owned Business Enterprise

If the vendor selected is a woman owned business, the option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

Vendor requires a separate check for each invoice

If the vendor requires a separate check for each invoice, this option should be activated. It is activated when a checkmark appears in the box. Use the mouse to toggle the checkmark on and off.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🔲 button on the toolbar or press Ctrl-S to save the changes.

Contact Tab

The Contact tab screen form records an unlimited number of contacts for the vendor. The contact name, title, telephone and fax number, and e-mail address can be entered in the corresponding fields. To enter notes for a particular contact, click the button in the Notes column to open the screen for notes.

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⊞ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

Figure: AP-8
Sample vendor master
record screen form
Contact tab.
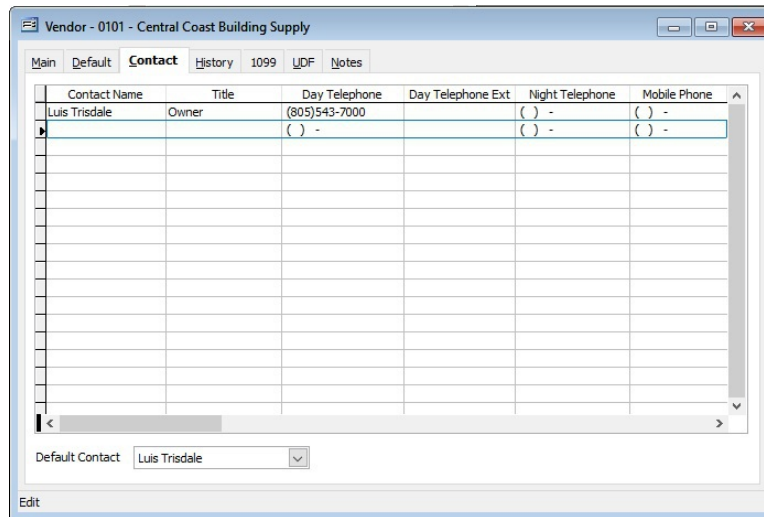
Contact Name

Enter the name of the person contacted at the vendor.

Title

Enter the Contact person's title.

Day Telephone

Enter the day telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Night Telephone

Enter the night telephone number of the vendor. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Fax

Enter the Fax telephone number. The number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

E-mail

Enter the electronic mail (e-mail) address.

Notes

The Notes section is a work area for miscellaneous notes and may be used as needed.

Default Contact

Use the drop-down to select the default contact person from the list of contacts.
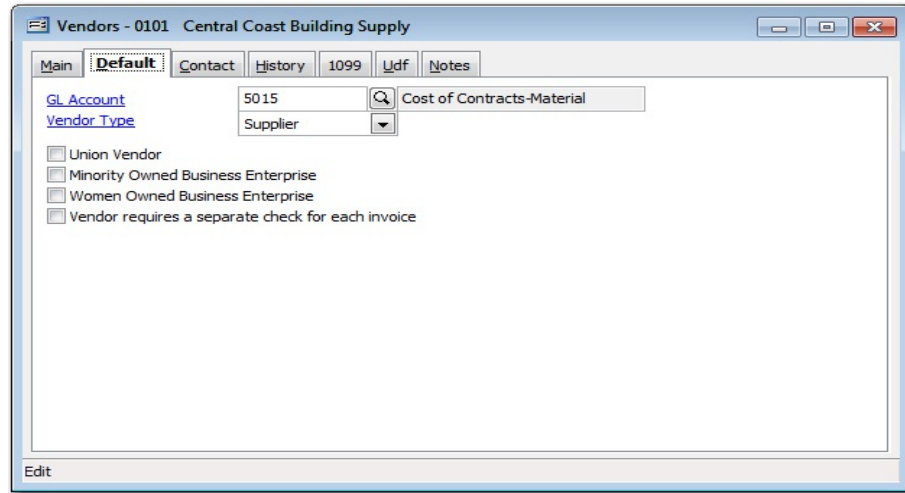
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save ⊞ button on the toolbar or press Ctrl-S to save the changes.

History Tab

The History tab displays accounts payable information to date, and is for reference only.

Figure: AP-9
Sample vendor master record screen form History tab.

Date of Last Payment

The Date of Last Payment field displays the date of the last payment made to the vendor on file. BIS® enters the date from the accounts payable checks.

Amount of Last Payment
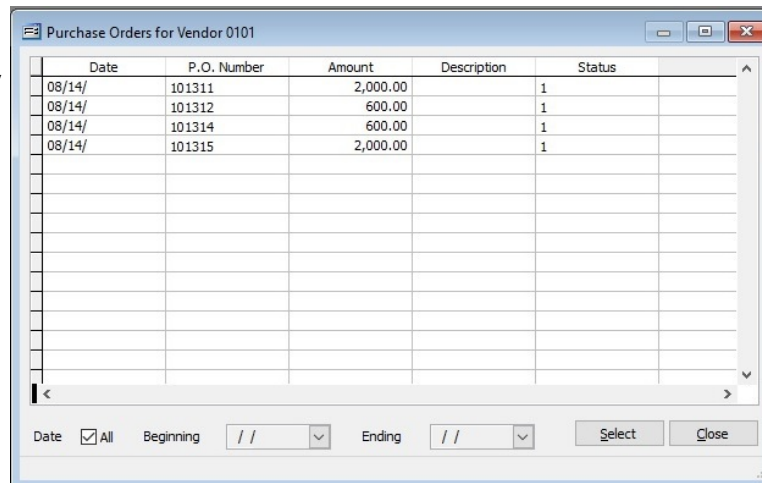
The Amount of Last Payment field displays the amount of the last payment made to the vendor on file. BIS® enters the amount from the accounts payable checks.

P.O. Button

Use the PO button to display a list of purchase orders on file for the selected vendor.

Figure: AP-10
Sample vendor master record screen from History tab, Purchase Orders sub-screen.

Date

Either check the date box to see all purchase orders irrespective of their date, or enter a beginning and ending date to see a range of purchase orders.

Select Button

After selecting either All or a date range of purchase orders, click on the Select button to list the selection.

Close Button

Click on the Close button to close the purchase order list and return to the History tab.

Invoices Button
Use the Invoices button to display a list of invoices on file for the selected vendor.

Figure: AP-11
Sample vendor master record screen form History tab, Invoices sub-screen.

Date
Either check the date box to see all invoices irrespective of their date, or enter a beginning and ending date to see a range of invoices.

Select Button
After selecting either All or a date range of invoices, click on the Select button to list the selection.

Close Button
Click on the Close button to close the invoices list and return to the History tab.

Payments Button
Use the Payments button to display a list of payments on file for the selected vendor.

Figure: AP-12
Sample vendor master record screen form History tab, Payments sub-screen

Date
Either check the date box to see all payments irrespective of their date, or enter a beginning and ending date to see a range of invoices.

Select Button
After selecting either All or a date range of payments, click on the Select button to list the selection.

Close Button
Click on the Close button to close the payments list and return to the History tab.

1099 Tab

The 1099 tab records information that may be used to prepare 1099 forms for the selected vendor.

Figure: AP-13
Vendors 1099 tab screen
form sample.

Form 1099 is Required for this Vendor

To track the vendor's activity for purposes of issuing 1099 forms, indicate so by selecting this box. Clear the box if the vendor is not to receive a 1099 form.

1099 Type

The 1099 Type displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. Click on the drop down control to select an option from the list. The available form types are:

Type 1	1099-MISC, Miscellaneous Income
Type 2	1099-DIV, Dividends and Distributions
Type 3	1099-INT, Interest

BIS® will accumulate and print the vendor's payments by these types. A report containing 1099 activity can be printed in AP reports: 1099 Reports, 1099 Forms, and Magnetic Media.

1099 Payment or Deduction

The 1099 Payment or Deduction displays the type of 1099 payment or deduction associated with the vendor and provides a selection of 1099 types from which to choose. Click on the drop down control to select an option from the list.

1099 Recipient's Name

The 1099 Recipient's Name records the recipient name to appear on the 1099 form, if different from the vendor name. This is an alphanumeric fields limited to 20 characters.

DBA in Front of Vendor Name

The DBA in Front of Vendor Name allows DBA (Doing Business As) to be printed on the 1099 form in front of the vendor name. If the 1099 recipient's name is different from the vendor name, select *Yes* from the drop down option in the field.

Taxpayer Identification Number (TIN)

The Taxpayer Identification Number (TIN) records the vendor's TIN. This is an alphanumeric field limited to nine characters.

Taxpayer Account Number
The Taxpayer Account Number records the taxpayer account number for the vendor, if applicable. This is an alphanumeric field limited to 20 characters.

IRS Country Code
The IRS Country Code records the IRS country code for the vendor. This is an alphanumeric field limited to two characters.

Taxpayer Type
The Taxpayer Type displays the current vendor's taxpayer type and provides a selection of taxpayer types from which to choose. Click on the drop down control to select an option from the list. The available types are EIN-Business or Organization, SSN-Individual, ITIN-Not eligible to obtain a SSN, and N/A-Not determinable.

FATCA filing requirement
Check this box if the 1099 is subject to the guidelines pertaining to the Foreign Account Tax Compliance Act.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.
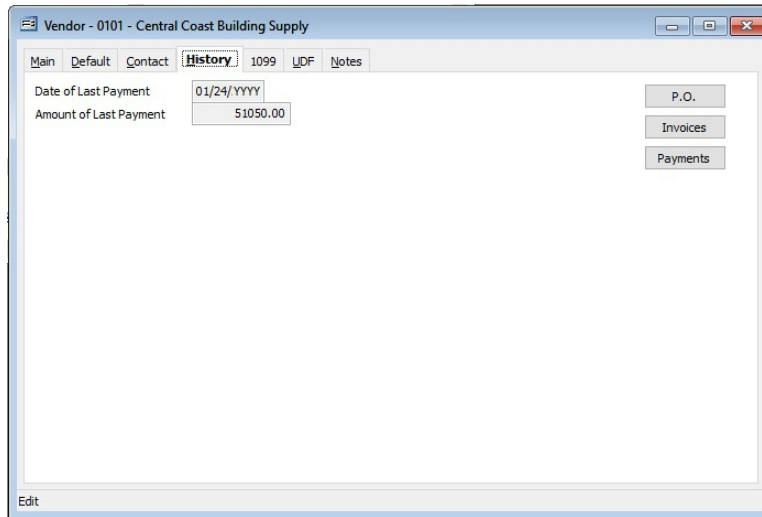
Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Sales Person master record. Click the Define Fields Button to add new fields and manage existing fields.

> ⓘ **Tip**　The Udf function is generally employed after installation is complete.

Figure: AP-13.1
Vendor master record Udf tab screen form sample.

Define Fields Button

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to provide the maximum flexibility in creating exactly the type of field needed.

Figure: AP-13.2
Sample User Defined Fields for Vendors screen form.

All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from the form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date), or L (logical) for the field type.

Length
The Length field displays the maximum number of alphanumeric characters that may be saved within the field.

Decimal
The Decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order
The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

New
The New button is used to create a new character, numeric, date or logic field for the master file.

Figure: AP - 13.3
Udf New Field screen form.

Edit
The Edit button is used to alter character, numeric, date or logic fields previously created for the master file. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those same fields available in the parent form, shown above.

Figure: AP - 13.4
Udf Editing Field screen form.

ⓘ **Tip**

The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A
Email	Preset	N/A	Available	N/A

Tool Tip Text

The Tool Tip Text field allows a tip to be entered that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: AP - 13.5
Vendor Udf tab showing Tool Tip for the first field entered.
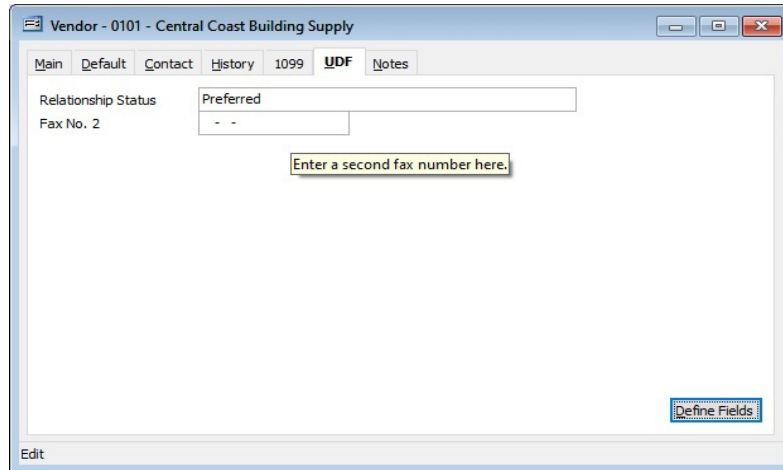
Format

The Format field is used to enter a format that will control the appearance of the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: Install-404   Data Format Chart. This chart shows the format, description, an example, and results.

Length
The Length field is used to enter the number of characters of the Udf field.

Decimals
The Decimals field is used to enter the number of decimals of a number field (only) of the Udf field.

Delete
The Delete button is used to remove any previously saved character, numeric, date or logic fields for the master file.

Close
This button closes the currently opened form and eliminates any data that has been changed since the last save.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-14
Sample vendor master record screen form Notes tab.
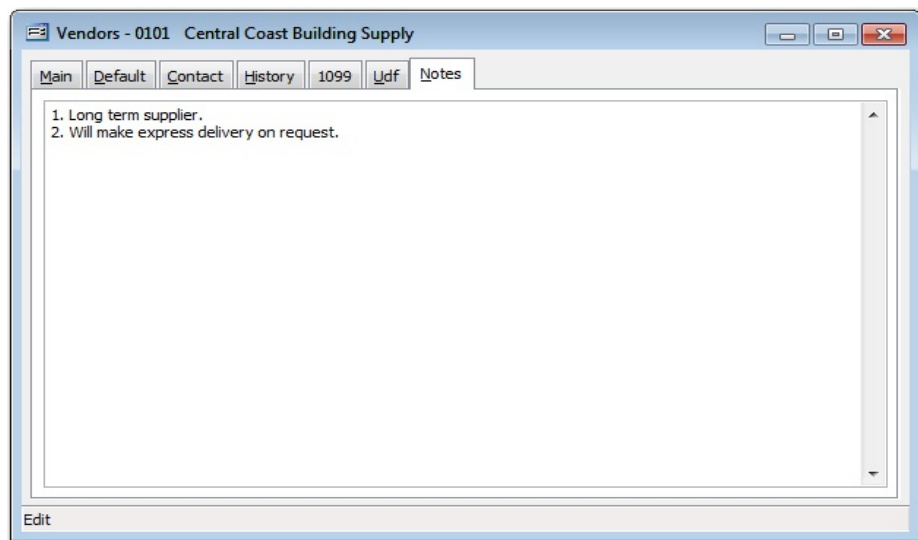
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Section 3 – Secondary Master Records

Vendor Types

Vendor Types are categories of vendors currently used for selection in Accounts Payable reports. Initial access to vendor types from the menu opens the Vendor Types - New form. The form is used to enter new vendor type information. However, access to a new form when another vendor type record is on the screen only requires pressing Ctrl+N or using the New ▯ icon on the toolbar. The system will ask if any changes to the record should be saved.

Modular Menu Access
AP | Vendor Types

Modular Menu Access
Miscellaneous | Vendor Types

Standard Menu Access
List | Miscellaneous | Vendor Types

New Record

Adding new vendor types requires entering the Vendor Type in the Main tab. When the record is complete or satisfactorily edited, either click on the Save ▯ button or press Ctrl-S to save the changes. Please note that the Vendor type title is a hyperlink field as well as the description of the information to be entered. Right-clicking the hyperlink accesses the Payment Terms report that can be directly opened.

Figure: AP-15
Vendor Types - New
screen form, Main tab.
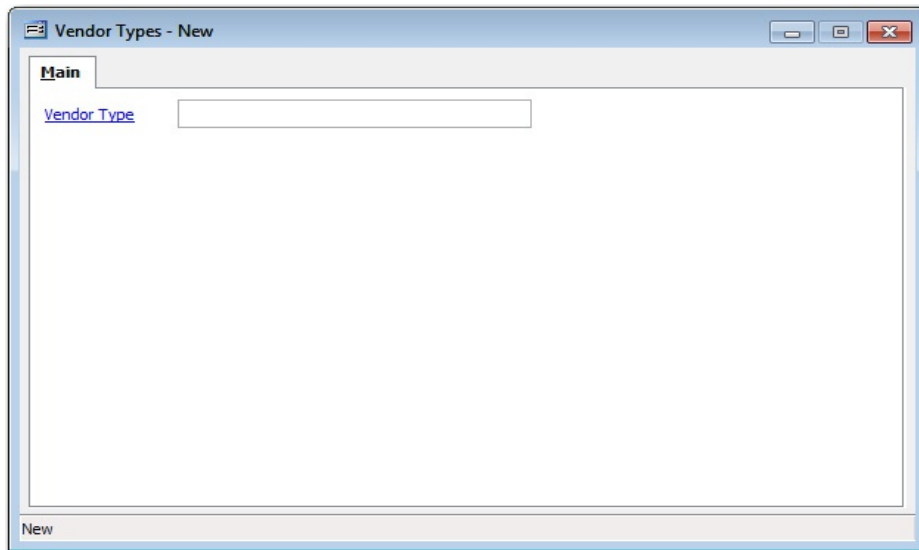
Editing an Existing Record

The list of Vendor Types may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-16
Vendor Types, Find/Search form.

Scrolling Through Vendor Records
Users can scroll through the vendor type records by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Vendor types. Clicking on the Previous icon (at the top of the screen) will open the immediately prior record of the list according to Vendor Type. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to Vendor Type. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Vendor Type.

Figure: AP-17
Sample vendor type screen form.

Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave the process.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Credit Cards

The Credit Card master record is used for establishing information if the company is going to use one or more credit cards for vendor payments. These entries are essential, if the company is using (or considering using) credit cards for vendor payments.

Modular Menu Access

AP | Credit Cards

Modular Menu Access

Miscellaneous | Vendor Types

Standard Menu Access

List | Miscellaneous | Credit Cards

New Record
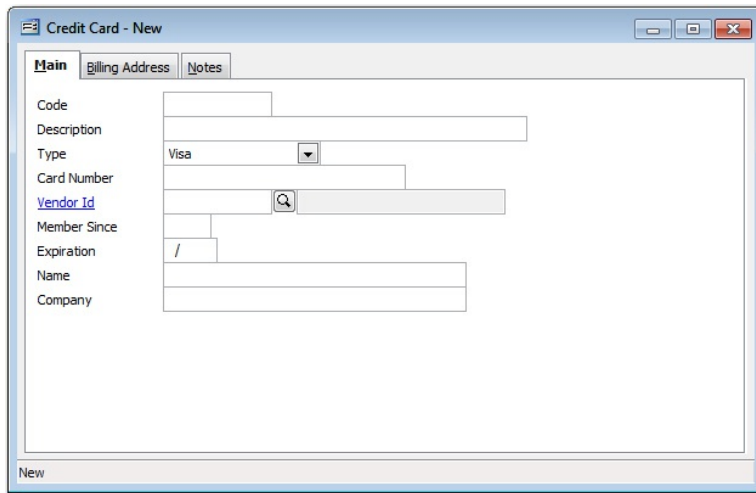
Initial access to credit cards from the menu opens the Credit Card - New form. The form is used to enter new credit card information. However, access to a new form when another credit card record is on the screen only requires pressing Ctrl+N or use the New ▯ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-18
Credit Card - New screen form.

Editing an Existing Record

The list of credit cards may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-19
Credit Card, Find/Search
form.
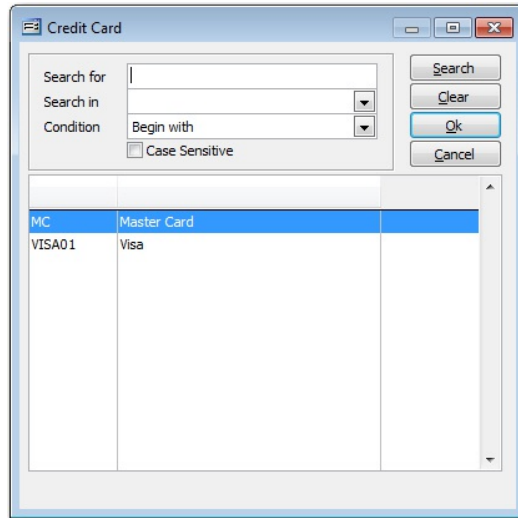
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Figure: AP-20
Credit Card screen form.
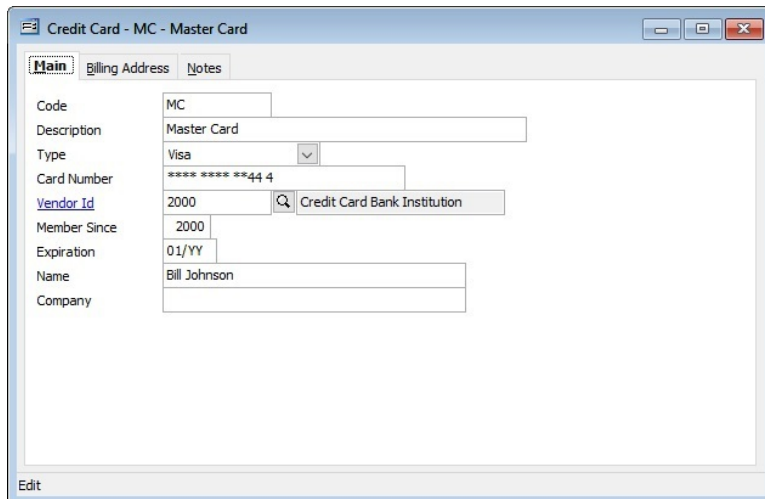
Scrolling Through Credit Card Records
Users can scroll through the credit card records by using the VCR buttons on the toolbar ⏮◀▶⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to credit card Code. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately prior record of the list according to credit card Code. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to the credit card Code. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to the credit card Code.

Cloning an Existing Record
Once a record is selected, it can be cloned to create a new record, making modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record 🗐 icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave the process. Records can be edited as described above. However one difference is that the cloned record will require a new Credit Card Code to be saved as a new record.

Figure: AP-21
Clone record. Note that all of the initial source fields match the source record.

Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete ☒ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave the process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ⊞ button on the toolbar or press Ctrl-S to save the changes.

Main Tab

The Credit Card master file records all pertinent information related to credit cards used for payments to vendors. The information recorded on these tabs is used throughout BIS® whenever a vendor is referenced in transactions or in other master records. The Main section records general information about the credit card.

Figure: AP-22
Sample credit card screen form.

Code

The credit card Code can be up to 10 digits, but it is suggested that a familiar name or acronym be used for the card. (For example, consider AMEX for American Express®, MC for MasterCard®, or VISA BOA for a Visa® card from Bank of America®, etc.)

Description

The Description is the natural name of the card, again perhaps referring to the issuing bank if appropriate.

Card Number

Enter the credit card number. Spaces or dashes may be included if desired.

Additional Identifier

The Additional Identifier is usually (but not always) a three or four digit number printed on the reverse side of the card. Many vendors require the additional identifier when making telephone or online purchases. If the card does not have an additional identifier, the field may be left blank.

Type

BIS® has identified the four credit card types most requested by existing customers: VISA®, MasterCard®, American Express®, and Discover®.

Vendor Id

The Vendor Id will be the code selected (later) for the bank or credit card agency from which the credit card billing is received and to which those credit card payments are made. The field may be entered later, after the Accounts Payable vendors have been entered.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add the credit card's payment center. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-23
Reports directly accessible by right-clicking on the field name hyperlink

Member Since

The Member Since field is listed on some credit cards. It is not an essential field, but can be helpful when placing a credit card order.

Expiration

The Expiration is the expiration date of the current card.

Name

The Name on the card can be helpful when placing a credit card order.

Company

Since the credit card could be a company credit card (instead of individual alone, the company name can be placed in this field.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ![Save icon] button on the toolbar or press Ctrl-S to save the changes.

Billing Address Tab

The Billing Address Tab will contain the cardholder's address, sometimes needed when placing a credit card order. The fields are self-evident.

Figure: AP-24
Credit Card sample screen form.

Address 1

Enter the street number and street name for the billing address for the cardholder. This is an alphanumeric field up to 30 characters.

Address 2

Enter any secondary address information such as a suite number for the cardholder. This is an alphanumeric field up to 30 characters.

City

Enter the name of the city, up to 30 characters..

State

The state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool, or the drop down button (whichever is available on the form) to see an extended list of states. This is a two-character field.

Zip

Enter the postal zip code. This number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered. The field is set to accept only numeric values.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-26
Sample Credit Card master record screen form Notes tab.
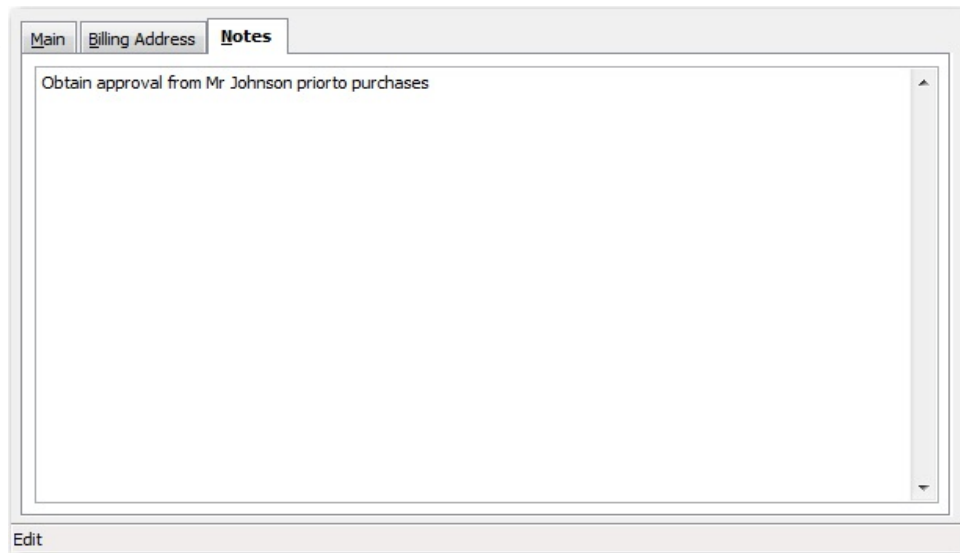

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ⊞ button on the toolbar, or press Ctrl-S to save the changes.

Section 4 – Processing Functions

Vendor Invoices

This section covers several options, adding editing, or deleting accounts payable invoices, setting up joint check payees, identifying an invoice as requiring a 1099 record, modifying the GL AP accounts to which the invoice will post, and adding notes. The Vendor Invoices function is used to enter and change accounts payable invoices.

When an invoice is received from a vendor, the information should be recorded using the screen to update the accounts payable records. These invoices can then be paid either with Select for Payment or in Cash Disbursements of the General Ledger menu.

If an accounts payable invoice is entered and it needs to be changed before it has been paid, it may done by using the Open ![icon] icon. Instructions for changing an unpaid accounts payable invoice using the option appear elsewhere in the section.

Modular Menu Access
AP | Vendor Invoices

Standard Menu Access
Transactions | Vendor Invoices
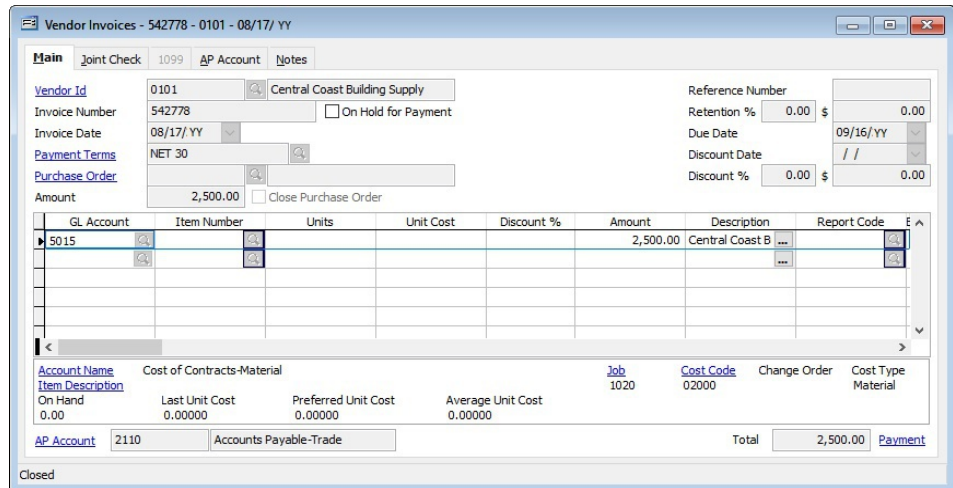
New Record
Initial access to vendor invoices from the menu opens the Vendor Invoices - New form. The form is used to enter new vendor invoice information. However, access to a new form when another vendor invoice record is on the screen only requires pressing Ctrl+N or using the New ![icon] icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-27
Sample Vendor Invoice
screen form.
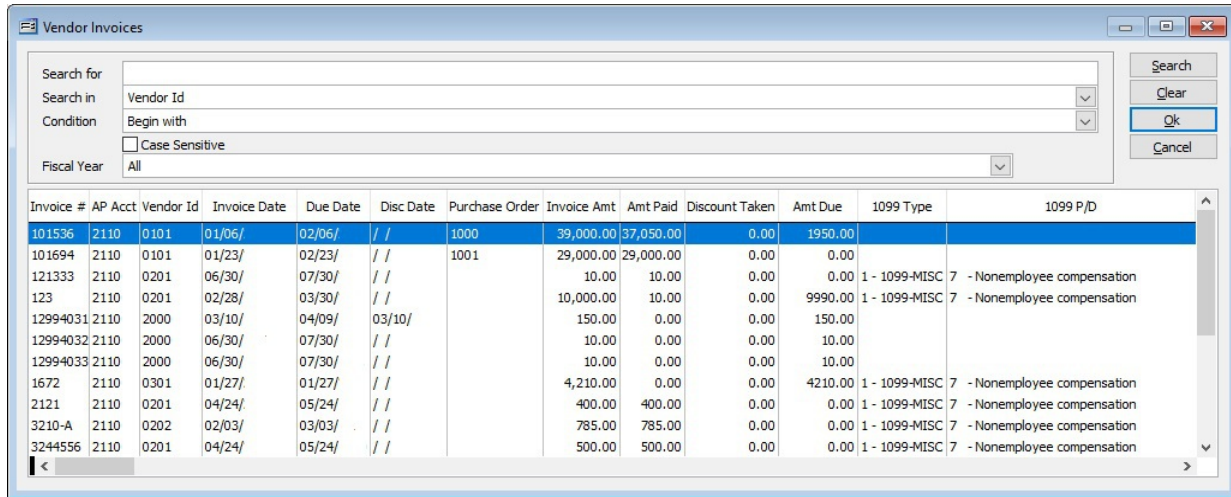
Scrolling Through Vendor Invoice Records
Vendor Invoice records can be scrolled by using the VCR buttons on the toolbar ![icons] at the top of the screen. Clicking on the First ![icon] icon (at the top of the screen) will open the first record of the list according to the Vendor Invoice. Clicking on the Previous ![icon] icon (at the top of the screen) will open the immediately prior record of the list according to the Vendor Invoice. Clicking on the Next ![icon] icon (at the top of the screen) will open the next record of the list according to the Vendor Invoice. Clicking on the Last ![icon] icon (at the top of the screen) will open the last record of the list according to the Vendor Invoice.

Editing an Existing Record

The list of existing vendor invoices may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-28   Vendor Invoice Find/Search screen form.

Note that when the invoice screen form appears, all of the fields at the top are shaded; new information cannot be entered or existing information changed.

To access the information when the record appears on the screen, it is necessary to press the Open 📂 icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.
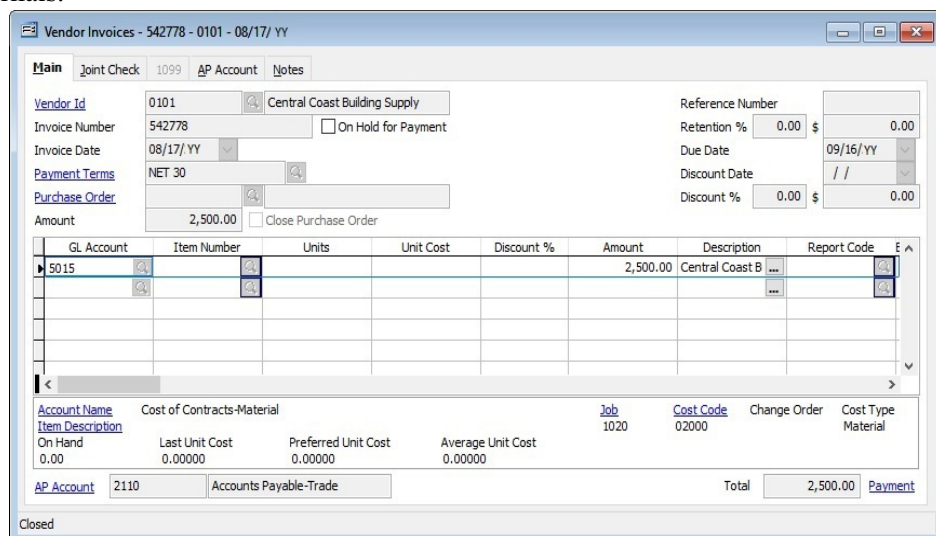
Figure: AP-29
Warning message if the selected invoice has already been selected for payment.
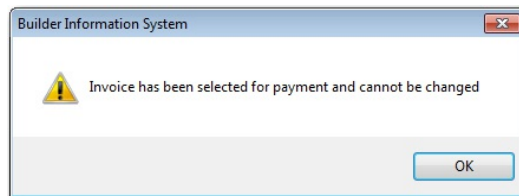
If the invoice can be edited or changed, all of its fields will be accessible. Any changes made to a pre-existing invoice will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

Figure: AP-30
Sample Vendor Invoice that is editable.

Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave the process.

Deleting a pre-existing invoice will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Main Tab

The Vendors Invoices file records all pertinent information related to vendor invoices. The information recorded on these tabs is used throughout BIS® whenever a vendor invoice is referenced in other transactions or in reports. The Main tab records detailed information about the vendor invoice.

Figure: AP-31
New Vendor Invoice
screen form Main tab.

Vendor Id

The Vendor Id field records the identification for the vendor whose invoice is to be entered in BIS®. The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-32
Reports directly accessible
by right-clicking on the
field name hyperlink

Invoice Number

This field records the invoice number that appears on the invoice from the vendor. This is an alphanumeric field limited to ten characters.

On Hold for Payment

When this box is checked, no payment can be issued for the invoice. This might be done if there is a problem or dispute about the order, and payment is withheld until the problem is resolved. The option blocks all types of payments that reference the invoice number.

Invoice Date

This field records the date that appears on the vendor invoice. This is used as a control date in reports and to age the invoice. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Payment Terms
Any Payment Terms associated with the Vendor are automatically entered. The terms can be entered manually or by using the Find tool.

Please note that the Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Terms - New form. Right-clicking this accesses the Payment Terms report that can be directly opened.

Due Date
The Due Date field records the due date for the vendor invoice. BIS® will calculate the date based on the Number of Days to Due Date entered in the Vendor file.

Figure: AP-33
Calendar tool.
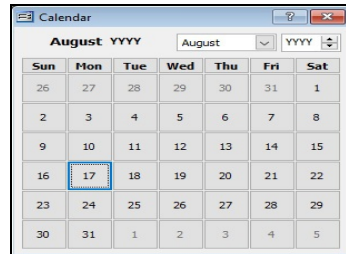
Purchase Order
The Purchase Order field records the purchase order number (if any) related to the invoice. BIS® will verify that the purchase order is assigned to the vendor entered above and ask whether the line item information from the purchase order should be loaded into the invoice. Doing so will save time spent reentering duplicate information. Once loaded, the purchase order data can be changed, if necessary. The description of the purchase order selected is also displayed.

Amount
The Amount field records the total amount of the invoice.

Close Purchase Order
If this box is marked, the corresponding purchase order will be closed upon posting. If no purchase order is selected, the box will be disabled. Once closed, a purchase order cannot be changed.

Retention Percent
This field records the percentage to be retained. If the retention is entered as a dollar amount, the percentage will be calculated.

Retention Amount
The Retention Amount field records the dollar amount to be retained. If the retention is entered as a percentage, the amount will be calculated.

Discount Date
The Discount Date field records the date by which the invoice must be paid to receive a discount, if applicable. The date may be typed or entered using the Calendar tool.

Discount Percent
This field records the discount percentage, if applicable. If the discount is entered as a dollar amount, the percentage will be calculated.

Discount Amount
The Discount Amount field records the dollar amount of the discount offered, if applicable. If the discount is entered as a percentage, the amount will be calculated.

Column Fields
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ![icon] (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ![icon] icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Item
The item Column field records the code of the inventory item ordered, but only if the Inventory module license is active. The code may be entered manually or by using the Find tool, but must be recorded in the Inventory Items file. The field is not required and may be left blank.

Units
This field records the quantity (based upon the unit of measure) to be ordered.

Unit Cost
This field records the unit cost for the item.

Discount Percentage
The Discount Percentage Column records the percentage of the discount offered by the vendor for early payment for the line item (if applicable).

Amount
This important field calculates the extended amount (cost per unit times the number of units) for the line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the button to open a Notes box, where unlimited information related to the line item may be stored. If the line item refers to an inventory item, the description is retrieved from the Inventory module.

Report Code
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in the column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the invoice is for a subcontract not yet entered into the Subcontract module, the new subcontract can be added from the screen.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach the box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: AP-34
Vendor Invoices, Job Cost
– Cost Type (M) Material
sub-screen form.

Figure: AP-35
Vendor Invoices, Job Cost
– Cost Type (S)
Subcontract sub-screen
form.

Figure: AP-36
Vendor Invoices, Job Cost
– Cost Type (O) Other
sub-screen form used for
Equipment and Other
transactions.

Budget/Change Order Radio Buttons
If the Payable expense applies to a budget item, select the Budget radio button. If the payable expense applies to a Budget Change Order item, select the Change Order radio button.

Job Number
Enter or select a Job number to be associated with the invoice line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Change Order
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the invoice line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the invoice line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon.

The program allows choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Figure: AP-37
Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. The same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.

Subcontract

This field will display the Subcontract amount.

Change Orders

This field will display the Change Orders amounts related to the subcontract.

Revised Subcontract

This field will shows the revised subcontract amount.

Incurred Cost

This field will display the incurred costs from other vendor invoices and payments on the subcontract.

Backcharges

If backcharges have been entered against the subcontract, the total will appear in this field.

Balance

This field will show the unpaid balance of the subcontract.

This Amount

This field will show the billing of the invoice applicable to the subcontract.

Warning – Overpayment
If the amount of the invoice, when added to the accrued amount exceeds the amount of the subcontract, the warning will appear on the subscreen.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Line Detail Area
This area displays additional information pertaining to the line item selected, including the account name and item description. Also displayed are the job, cost code, change order and/or cost type from the Job Cost files.

Account Name
This field displays the account name to which the invoice will be debited. The default account is recorded in the grid above.

Please note that the underlined Account Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form to add a new GL account. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Item Description
If the Inventory module is installed, and the focus is on an inventoried item, the field displays the Inventory Item Description. Please note that the underlined Item Description is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Inventory - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-38
Reports directly accessible by right-clicking on the field name hyperlink.

Inventory File
Inventory Labels
Price List
Inventory Activity History
Inventory Planning Report
Inventory Reorder
Inventory Back Ordered
Inventory on Order
Inventory on Back Order

Job
If the focus is on an invoice line that is job related, the field displays the Job number applicable to that line item. Please note that the underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-39
Reports directly accessible by right-clicking on the field name hyperlink.

Job List
Job Budget
Schedule of Values
Subcontract List
Subcontract Report

Cost Code
If the focus is on an invoice line that is job related, this field displays the Cost Code applicable to that line item.

Please note that the underlined Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order
If the focus is on an invoice line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type
If the focus is on an invoice line that is related to a job, this field displays the Cost Type applicable to that line item.

Summary Area
This area displays summary information pertaining to the invoice, including AP account number and name and invoice.

AP Account
This field displays the accounts payable account to which the invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab. The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Please note that the underlined AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the AP Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-40
Reports directly accessible by right-clicking on the field name hyperlink.
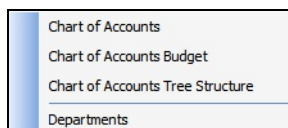
Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Total
This field displays the total of all the vendor invoice line item amounts. The amount must balance with the Amount field shown above.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Joint Check Tab
If the payee requires a check with multiple names on it, the Joint Check tab allows up to two additional names to appear on the check. The first payee will be the vendor selected on the Main tab.

Figure: AP-41
Vendor Invoices form Joint Check tab.

Joint Check First Name
This field records a second payee to appear on the check. This is an alphanumeric field limited to 30 characters.

Joint Check Second Name
This field records a third payee to appear on the check. This is an alphanumeric field limited to 30 characters.

Edit Joint Check
When the System Wide Parameter's setting "Allow Joint Check editing" is checked and saved, the Edit Joint Check button becomes available. Clicking the button it will allow the Joint Check information to be edited on an existing transaction.

Figure: AP-41.1
Edit Joint Check form allows Joint Check information for an existing transaction to be modified "on-the-fly."

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

1099 Tab

This tab allows information to be recorded for the vendor payment which will be applied to the vendor's 1099 tax form.

Figure: AP 42
Vendor Invoices form 1099 tab.

Exclude Form 1099

Checking this option will exclude the check from the 1099 form prepared for the vendor at the end of the calendar year.

1099 Type

This field displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. If the current check is of a different type than the default displayed, click on the drop down control to select an option from the list. The available form types are:

Type 1: 1099-MISC, Miscellaneous Income
Type 2: 1099-DIV, Dividends and Distributions
Type 3: 1099-INT, Interest

BIS® will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

1099 Payment/Deduction

This field displays the type of payment or deduction that the expense should appear as on the company's 1099 and provides a selection of types to choose from. Click on the drop down control to select an option from the list.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

AP Account Tab
This screen is used to change the account and session date defaults.

Figure: AP-43
Vendor Invoices form AP
Account tab.

AP Account
The AP Account field displays the accounts payable account to be used for posting the transaction. The default AP account is set up in the System Wide Parameters, but can be changed here.

Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-44
Reports directly accessible
by right-clicking on the
field name hyperlink.

Session Date
The Session Date field records the session date for the transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for the transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-45
Sample Vendor Invoices
form Notes tab.
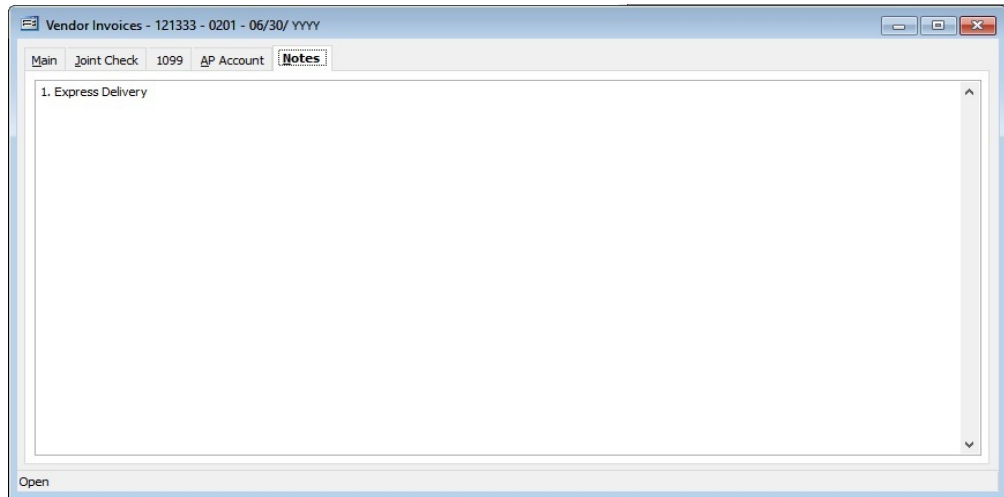
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Manual Checks

This section covers one of the two types of manual checks: Vendor Checks and AP Checks. Vendor checks are for existing vendors for whom the invoice(s) have not yet been entered into BIS®. Manual AP checks are for situations in which both the vendor and their invoice(s) have been entered into the system.

These checks and another two related manual checks are also available from the GL menu under Cash Disbursements. Information about Vendor Checks and AP Checks show in this section also applies to the same menu items in the Cash Disbursements section of GL.

Modular Menu Access
AP | Manual Checks

Modular Menu Access
GL | Cash Disbursements

Standard Menu Access
Transactions | Cash Disbursements

Vendor Checks

This section covers one type of manual checks: Vendor Checks. Vendor checks are for existing vendors for whom invoices have not yet been, nor will be, entered into BIS®. The situation may occur when no invoice is provided by the vendor. (Manual AP checks are for situations in which both the vendor and their invoice(s) have been entered into the system.)

When a check must be provided to a vendor, but where no invoice has been received, the information should be recorded using Vendor Payments of the AP menu or in Cash Disbursements of the General Ledger menu.

This procedure is designed for situations where an invoice was not provided. Thus, it is not feasible to use Select for Payment of the A/P Menu. There are many instances where this feature is especially valuable, one of which is discussed below.

For example, perhaps the vendor arrives at the office, and because their company is short of funds, asks for a check to be issued immediately. Instead of going through the process of creating and selecting invoices, just one check can be printed. Alternatively, a manual check could be hand-written for the agreed amount. At a more convenient time, the information can be entered in the Manual Checks option of the AP menu or Cash Disbursements of the GL Menu of BIS®. The cash account may be updated for the invoices previously entered into the vendor file and paid with the manual check. The above-mentioned procedure makes it possible to update the Vendor Ledger, Accounts Payable Journal, Cash Account, and General Ledger whenever a manual check affecting the Accounts Payable module is written.

Before entering any vendor checks written manually, it is essential to become familiar with the Accounts Payable section of this chapter.

Modular Menu Access
AP | Manual Checks | Vendor Checks

Modular Menu Access
GL | Cash Disbursements | Vendor Checks

Standard Menu Access
Transactions | Cash Disbursements | Vendor Checks
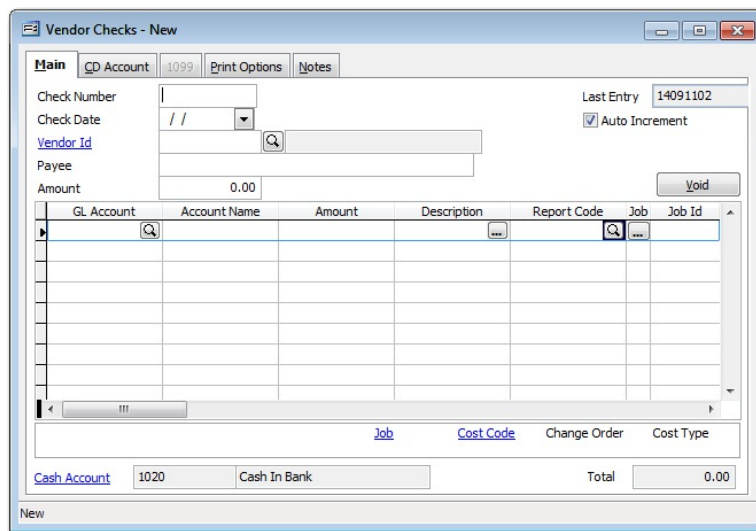
New Record
Initial access to vendor checks from the menu opens the Vendor Checks - New form. The form is used to enter new vendor check information. However, access to a new form when another vendor check record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-46
Vendor Checks - New
screen form

Scrolling Through Vendor Invoice Records
Vendor check records can be scrolled by using the VCR buttons on the toolbar ⊞ ◄ ► ⊟ at the top of the screen. Clicking on the First ◄ icon (at the top of the screen) will open the first record of the list according to Vendor Id . Clicking on the Previous ◄ icon (at the top of the screen) will open the immediately prior record of the list according to Vendor Id. Clicking on the Next ► icon (at the top of the screen) will open the next record of the list according to the Vendor Id. Clicking on the Last ► icon (at the top of the screen) will open the last record of the list according to the Vendor Id.

Editing an Existing Record
The list of existing vendor checks may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-47
Vendor Check Find/Search
screen form.
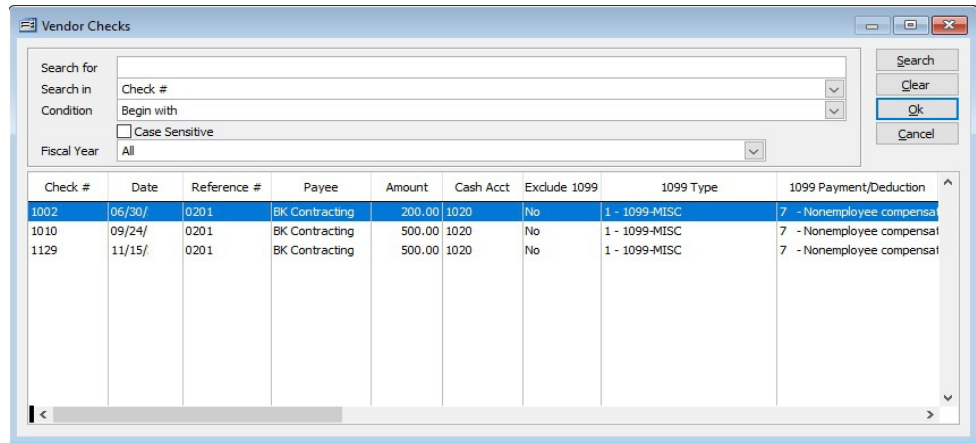
Note that when the invoice screen form appears, all of the fields at the top are shaded; the information cannot entered or changed.

Figure: AP-48
Sample Vendor Check
screen form.

To access the information when the record appears on the screen, it is necessary to press the Open 📂 icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

If the vendor check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Vendor and General Ledger Journals, and potentially, in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete ✕ icon (at the top of the screen). The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process.

Deleting a pre-existing vendor check will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Figure: AP-49
Sample Vendor Check screen form that is editable.

Main Tab

The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general edger, or any financial statements. All checks entered are included in each of the reports.

Vendor checks are used to record non-invoice-related checks written manually to vendors. Alternatively, they can be used to print on-the-spot checks that should not be processed on an accrual basis. For invoice-related vendor payments, use the Payable Checks option. (Other payments can be recorded using Regular Checks. Manually written payroll checks can be recorded using the Payroll Checks option.)

Check Number

This field records the check number. This is an alphanumeric field limited to ten characters.

Check Date

This field records the date of the check. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Vendor ID

The Vendor Id field records the vendor identification number related to the record. The vendor Id may be entered manually or by using the Find tool.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors – New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-50
Reports directly accessible by right-clicking on the field name hyperlink

The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Payee

The Payee field displays the Vendor (check payee) name that was handwritten or will be printed on the check that is associate with the Vendor Id selected.

Amount

The Amount field records the total amount of the check. The amount must balance with the total of all the line items entered for the distribution on the table below.

Last Entry

Provides the last Check Number utilized on this transaction form.

Auto Increment

When this option is checked subsequent transactions will auto populate the Check Number field with the next incremental number.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

Detail Distribution Grid Fields
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ▣ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon ▤ (or Ctrl+) removes the currently highlighted line from the grid of the open record.

GL Account
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Account Name
The Account Name column displays the name of the account selected.

Amount
This important field calculates the extended amount (cost per unit times the number of units) for the line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the button to open a Notes box, where unlimited information related to the line item may be stored. If the line item refers to an Inventory item, the description is "brought in" from Inventory.

Report Code
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in the column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the invoice is for a subcontract not yet entered into the Subcontract module, the new subcontract can be added from the screen.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach the box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: AP-51
Vendor Checks, Job Cost –
Cost Type (M) Material
sub-screen form.
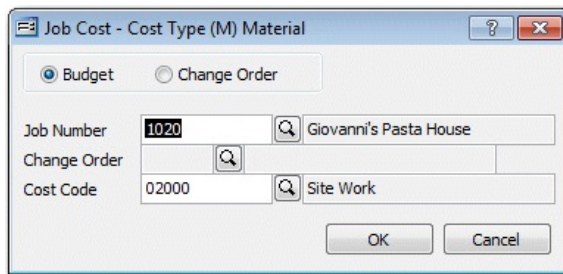
Budget/Change Order Radio Buttons

If the vendor expense applies to a budget item, select the Budget radio button. If the vendor expense applies to a Budget Change Order item, select the Change Order radio button.
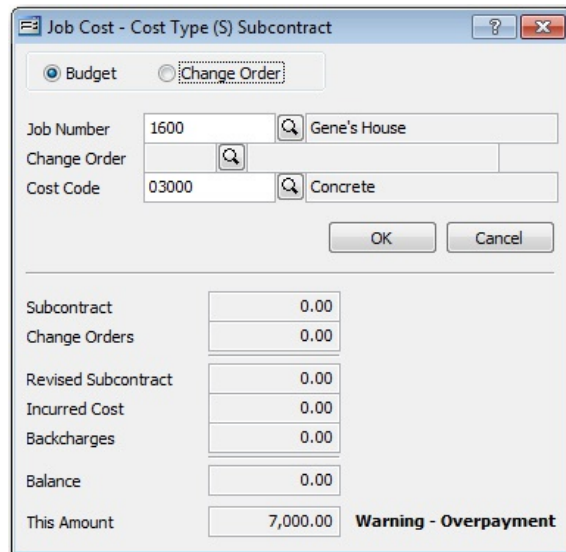
Job Number

Enter or select a Job number to be associated with the vendor check line. The job number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

Change Order

Figure: AP-52
Vendor Checks, Job Cost –
Cost Type (S) Subcontract
sub-screen form.
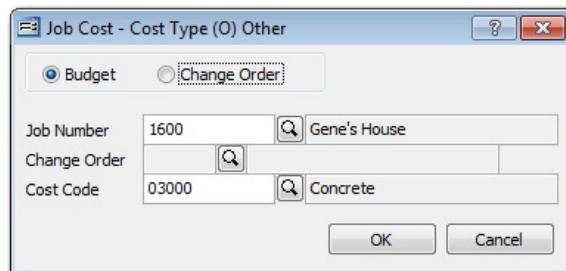
Figure: AP-53
Vendor Checks, Job Cost –
Cost Type (O) Other sub-
screen form used for
Equipment and Other
transactions.

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the vendor check line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.
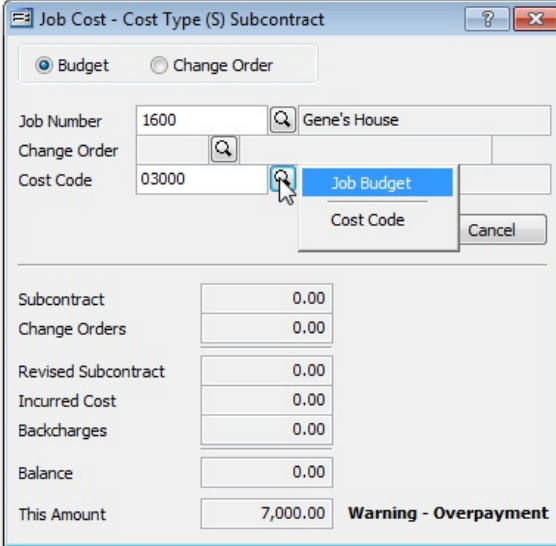
Cost Code
Enter or select a Cost Code to be associated with the vendor check line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Figure: AP-54
Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. The same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.

Subcontract
This field will display the Subcontract amount.

Change Orders
This field will display the Change Orders amounts related to the subcontract.

Revised Subcontract
This field will shows the revised subcontract amount.

Incurred Cost
This field will display the incurred costs from other vendor invoices and payments on the subcontract.

Backcharges
If backcharges have been entered against the subcontract, the total will appear in the field.

Balance
This field will show the unpaid balance of the subcontract.

This Amount
This field will show the amount the vendor payment applicable to the subcontract.

Warning – Overpayment
If the amount of the vendor payment when added to the accrued amount exceeds the amount of the subcontract, the warning will appear on the subscreen.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or click on the Cancel button to do further editing of the entries.

Line/Job Detail Area

This area displays additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Job

If the focus is on an invoice line that is job related, the field displays the Job number applicable to that line item. Please note that underlined Job title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-55
Reports directly accessible by right-clicking on the field name hyperlink.
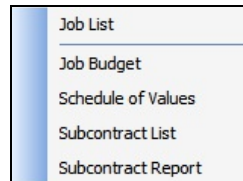
Cost Code

If the focus is on an invoice line that is job related, the field displays the Cost Code applicable to that line item.

Change Order

If the focus is on an invoice line that is related to a subcontract change order, the field displays the Change Order applicable to that line item.

Cost Type

If the focus is on an invoice line that is related to a job, the field displays the Cost Type applicable to that line item.

Summary Area

This area displays summary information pertaining to the vendor check, including cash account number and name and check total.

Cash Account

Displays the cash account to be used for posting the check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: AP-56
Reports directly accessible by right-clicking on the field name hyperlink.
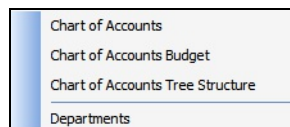
The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.

Total

This field displays the total of all the vendor check line item amounts. The amount must balance with the Amount field shown above.

CD Account Tab

This screen is used to change the cash disbursements (CD) account and session date defaults.

Figure: AP-57
Vendor Checks, CD
Account tab screen form.
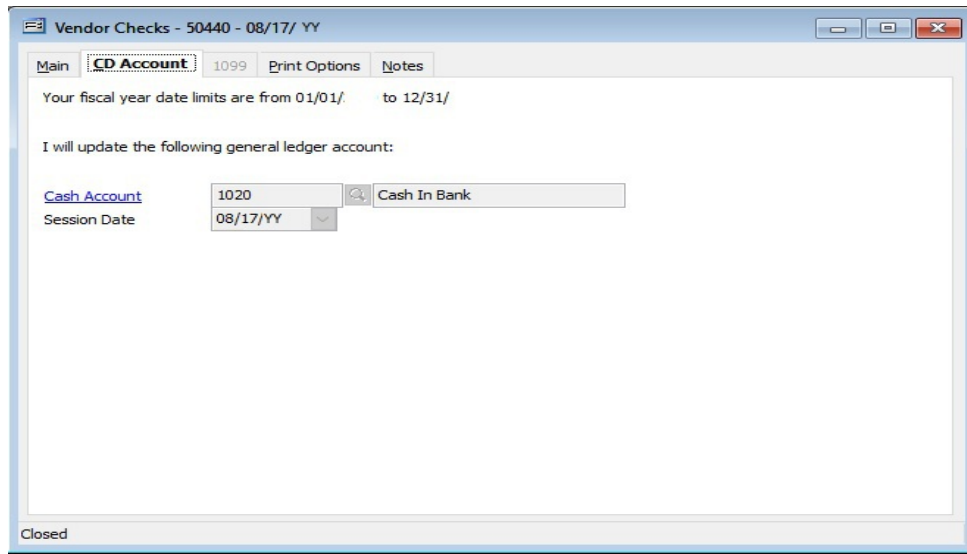
CD Account

The CD Account field displays the cash disbursements account to be used for posting this transaction. The default CD account is set up in the System Wide Parameters, but can be changed here.

Session Date

The Session Date field records the session date for the transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for the transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

1099 Tab

This tab allows information to be recorded for the vendor payment which will be applied to the vendor's 1099 tax form.

Figure: AP-58
Vendor checks form 1099 tab screen form.

Exclude Form 1099

Checking this option will exclude the check from the 1099 form prepared for the vendor at the end of the calendar year.

1099 Type

This field displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. If the current check is of a different type than the default displayed, click on the drop down control to select an option from the list. The available form types are:

>   Type 1: 1099-MISC, Miscellaneous Income
>   Type 2: 1099-DIV, Dividends and Distributions
>   Type 3: 1099-INT, Interest

BIS® will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

1099 Payment/Deduction

This field displays the type of payment or deduction that the expense should appear as on the company's 1099 and provides a selection of types from which to choose. Click on the drop down control to select an option from the list.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ![save icon] button on the toolbar, or press Ctrl-S to save the changes.

Print Options Tab

This tab allows the form's output to be changed from the default setting found in User Preferences section for the specific record.

Figure: AP-59
Vendor Check Print
Options tab screen form.
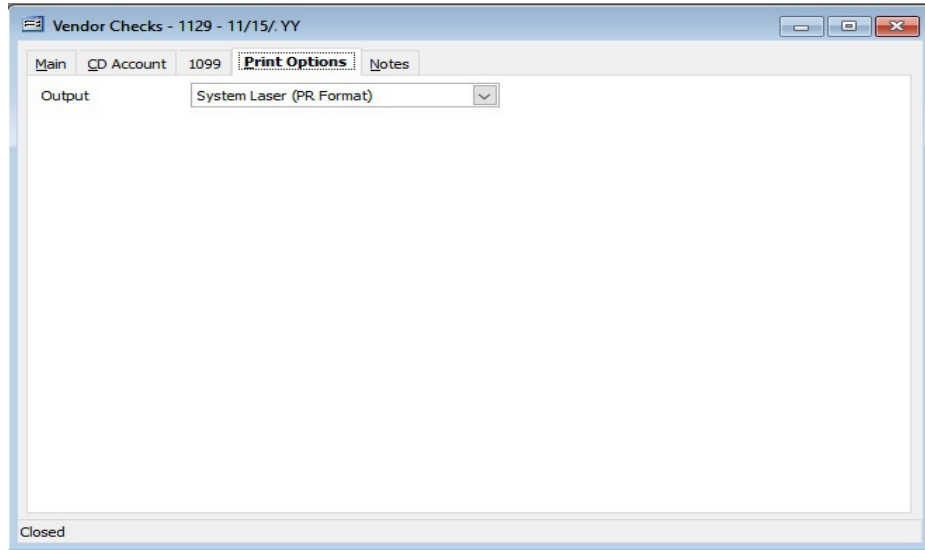
Output

Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for the specific record.

Figure: AP-60
Vendor checks screen form
Print Options tab Output
selection.
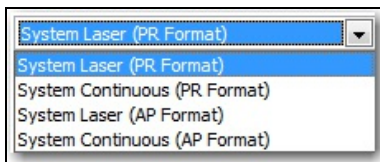
Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-61
Sample Vendor Checks
screen form Notes tab.
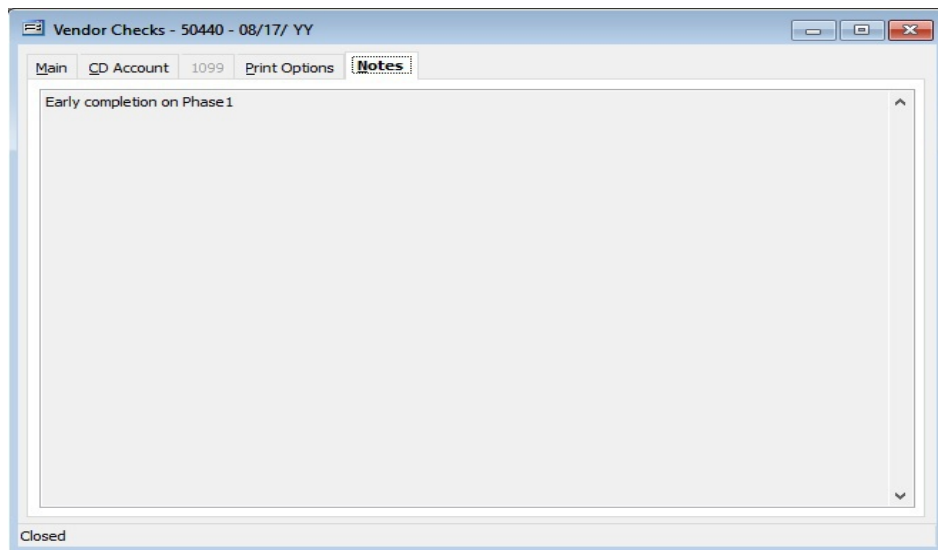
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

Payable Checks

This section covers one type of manual checks: Payable Checks. Payable checks are for existing vendors for whom the invoice have been received and entered into BIS®. (Manual vendor checks are for situations in which the vendors, but no invoices have been entered into the system.)

When an invoice is received from a vendor, the information should be recorded using the Vendor Invoice screen to update the accounts payable records. These invoices can then be paid either with Select for Payment in the AP menu, manual Payable Checks in the AP menu, or in Cash Disbursements Payable Checks in the General Ledger menu.

This procedure is designed for situations where it is not convenient to use Select for Payment of the A/P Menu. There are many instances where the feature is especially valuable. For example, invoices may have been entered for a particular vendor into the AP module. Perhaps the vendor arrives at the place of business, and because their company is short of funds asks to have a check issued immediately.

Instead of going through the process of selecting the invoices to pay immediately, just one check can be printed. Alternatively, a manual check can be written for the amount agreed upon. At a more convenient time, it can be entered as a Manual Checks item in the AP menu of BIS®. The cash account may be updated for the invoices previously entered into the vendor file and paid with the manual check.

The above-mentioned procedure makes it possible to update the Vendor Ledger, Accounts Payable Journal, Cash Account, and General Ledger whenever a manual check is written that affects the Accounts Payable module.

Before entering any payable checks written manually, it is essential to become familiar with the Accounts Payable section.

These checks and two related manual checks are also available from the GL menu under Cash Disbursements. Information about AP Checks shown in the section also applies to the same menu items in the Cash Disbursements section of GL.

Modular Menu Access
AP | Manual Checks | Payable Checks

Modular Menu Access
GL | Cash Disbursements | Payable Checks

Standard Menu Access
Transactions | Cash Disbursements | Payable Checks

New Record

Initial access to payable checks from the menu opens the Payable Checks - New form. The form is used to enter new vendor check information. However, access to a new form when another vendor check record is on the screen only requires pressing Ctrl+N or using the New ⬜ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-62
Payable Checks - New
screen form.

Scrolling Through Vendor Invoice Records

Vendor check records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to Vendor Id . Clicking on the Previous ◀ icon (at the top of the screen) will open the next record of the list, according to Vendor Id. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the Vendor Id. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to the Vendor Id.

Editing an Existing Record

The list of existing vendor checks may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-63
Payable Checks
Find/Search screen form.
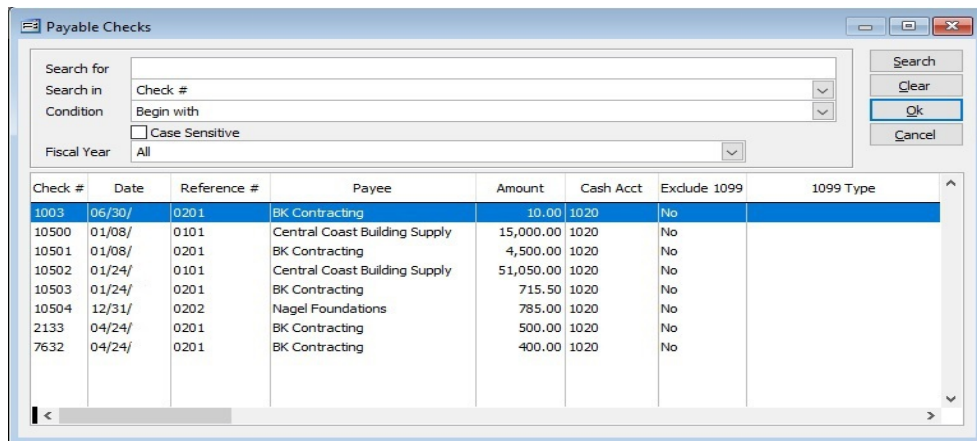
Note that when the invoice screen form appears, all of the fields at the top are shaded; the information cannot be entered or changed.

Figure: AP-64
Sample Payable Check
screen form that is
editable.

To access the information when the record appears on the screen, it is necessary to press the Open [icon] icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: AP-65
Sample editable Payable
Check screen form that is
open.

If the vendor check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Vendor and General Ledger Journals, and potentially, in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

If the vendor check has been selected for payment already, a warning message will provide and alert that it has been so selected, and that a manual check cannot be processed unless its selection status is removed.

Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete [X] icon (at the top of the screen). The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process.

Deleting a pre-existing vendor check will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Main Tab

The Payable Check is used to record invoice-related checks written manually to vendors. Alternatively, it can be used to print on-the-spot checks that have been entered as invoices. For non-invoice vendor payments, use the Vendor Checks option. (Other payments can be recorded using Regular Checks. Manually written payroll checks can be recorded using the Payroll Checks option.)

The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general edger, or any financial statements. All checks entered are included in each report.

Figure: AP-66
Sample Payable Checks
Main tab screen form.

Check Number

This field records the check number. This is an alphanumeric field limited to ten characters.

Check Date

This field records the date of the check. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Vendor ID

The Vendor Id field records the vendor identification number related to the record. The vendor Id may be entered manually or by using the Find tool. Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors – New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-67
Reports directly accessible
by right-clicking on the
field name hyperlink

The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Payee
The Payee field displays the Vendor (check payee) name that was handwritten or will be printed on the check that is associate with the Vendor Id selected.

Amount
The Amount field records the total amount of the check. The amount must balance with the total of all the line items entered for the distribution on the table below.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

Detail Distribution Columns
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⬆ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line 🔲 icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

Invoice Number
The Invoice Number column records the number of the invoice that is being paid with the check. The invoice number may be entered manually, or the list of vendors may be examined by clicking on the Find tool (Magnifying Glass 🔍 icon in the column on the right), and double clicking on the selected invoice number. The Find tool may be used to select an invoice number from those recorded in Accounts Payable.

The Find tool will pull up the related invoice information in the Invoice Amount, Retention, Discount, Amount Paid, Amount Due, and Net Due columns.

Invoice Amount
This field column displays the date of the selected invoice. The drop down tool allows opening the Calendar tool illustrated above.

Retention
This field shows the calculated retention amount applicable to the invoice.

Discount
This field shows calculates the vendor payment terms discount amount applicable to the line item's invoice.

Amount Paid
This field is used to record the total of all prior payments made on the invoice.

Amount Due
The Amount Due is that Invoice Amount less any applicable Discount and Amount Paid.

Net Due
The Net Due column is that Invoice Amount less any applicable Retention and Amount Paid.

Amt (Amount) to Pay
The Amount to Pay is the amount selected to be paid on the invoice.

Line Detail Area
This area displays additional detail information pertaining to the line item selected, including the AP account, Account name, Invoice Date, Due Date, Discount Date, and Discount Amount.

AP Account
Displays the accounts payable account to which the invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab.

Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Figure: AP-68
Reports directly accessible
by right-clicking on the
field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Account Name
This field displays the account name of the AP Account selected .

Invoice Date
When the screen focus is on an invoice line, this field displays the Invoice Date applicable to that line item.

Due Date
If the screen focus is on an invoice line, this field displays the Due Date applicable to that line item.

Discount Date
If the focus is on an invoice line, this field displays any Discount Date applicable to that line item.

Discount Amt
If the focus is on an invoice line, this field displays any Discount Amount applicable to that line item.

Summary Area
This area displays summary information pertaining to the vendor check, including cash account number and name and check total.

Cash Account
Displays the cash account to be used for posting the check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-69
Reports directly accessible
by right-clicking on the
field name hyperlink.
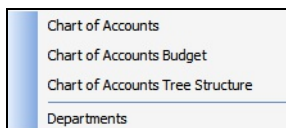
Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.

Total
This field displays the total of all the vendor invoice line item amounts. The amount must balance with the Amount field shown above.

CD Account Tab

This screen is used to change the cash disbursements (CD) account and session date defaults.

Figure: AP-70
Payable Checks form CD
Account tab screen form.

Cash Account

This field displays the cash account to be used for posting the check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-71
Reports directly accessible
by right-clicking on the
field name hyperlink.

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.

Discount Taken Account

This field displays the discount taken account to be used for posting the check. The default discount taken account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one discount taken account in the general ledger, make sure the correct account number is displayed.

Please note that the Discount Taken Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Taken Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-72
Reports directly accessible
by right-clicking on the
field name hyperlink.

The Discount Taken Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Discount Taken Account code.

Session Date

The Session Date field records the session date for the transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for the transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Figure: AP-73
Calendar tool.
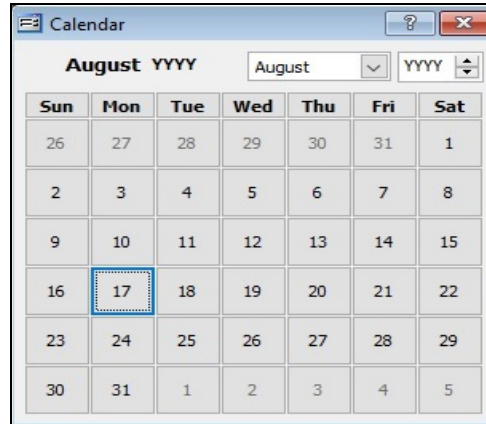
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Print Options Tab

This tab allows the form's output to be changed from the default setting found in User Preferences section for the specific record.

Figure: AP-74
Payable Checks Print
Options tab screen form.
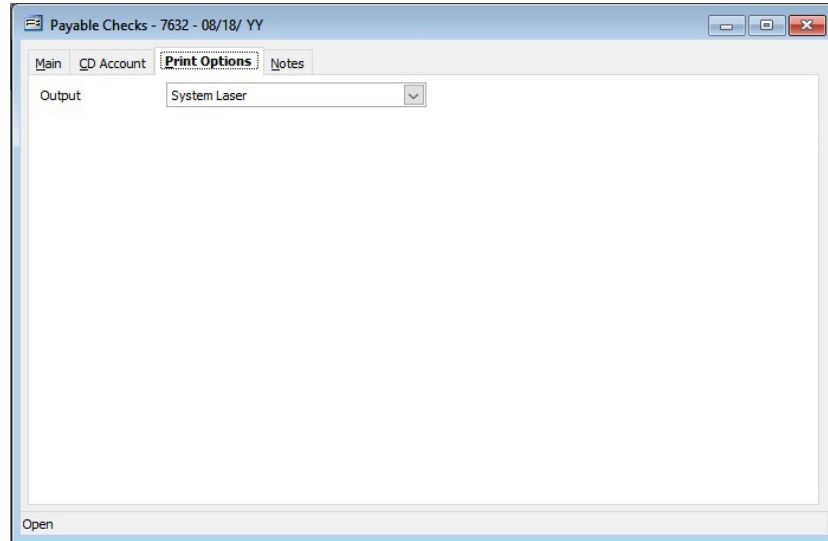
Output

Using the drop-down box, the form's output can be changed from the default setting found in User Preferences section for the specific record.

Figure: AP-75
Vendor checks screen form
Print Options tab Output
selection.
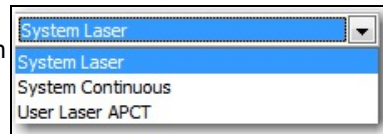
Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-76
Sample Payable Checks
screen form Notes tab.
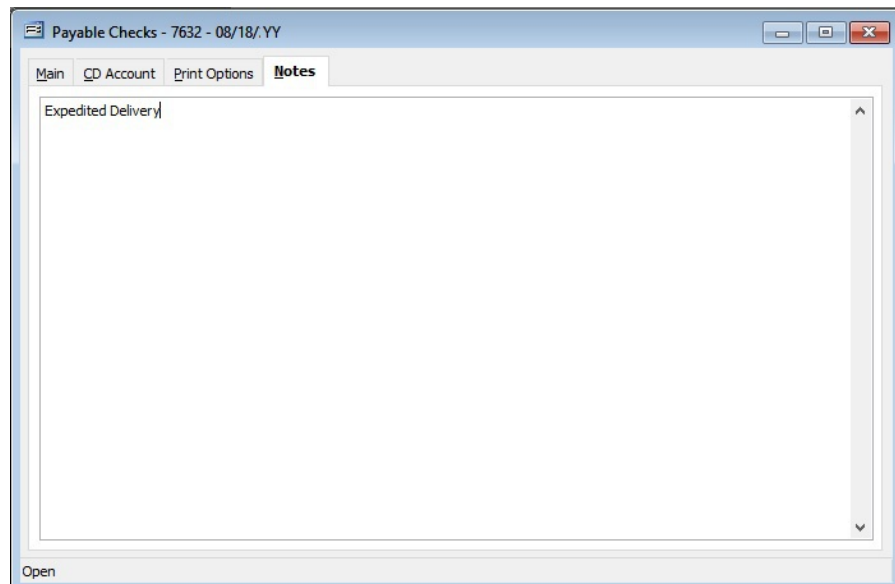
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ![save] button on the toolbar or press Ctrl-S to save the changes.

Payment by Credit Card

This section covers one of the two types of payments by credit card: Vendor Payment by Credit Card and Payable Payments by Credit Card. Vendor credit card payments are for existing vendors for whom the invoice(s) have not yet been entered into BIS®. Payable credit card payments are for situations in which both the vendor and their invoice(s) have been entered into the system.

These credit card payments are also available from the Standard menu under Transactions. Information about Vendor Payments by Credit Card and Payable Payments by Credit Card shown in this section also applies to the same menu items in the Payment by Credit Card section of the standard menu.

Modular Menu Access

AP | Payment by Credit Card

Standard Menu Access

Transactions | Payment by Credit Card

Vendor Payments by Credit Card

This section covers one type of credit card payments: Vendor Payments by Credit Card. These checks payments are for existing vendors for whom invoices have not yet been, nor will be, entered into BIS®. The situation may occur when no invoice is provided by the vendor. (Payable credit payments are for situations in which both the vendor and their invoice(s) have been entered into the system.)

When a credit card payment will be provided to a vendor, but where no invoice has been received, the information should be recorded using Vendor Payments by Credit Card of the modular AP menu or in same section of the Transactions menu of the Standard menu.

This procedure is designed for situations where an invoice was not provided. Thus, it is not feasible to use Select for Payment of the A/P Menu. There are many instances where the feature is especially valuable, one of which is discussed below.

For example, perhaps the business owner wants to accumulate "bonus points" offered by the credit card issuer and that is a card that the vendor accepts for payments.

Instead of going through the process of creating and selecting invoices, a credit card can be authorized for payment. Alternatively, the vendor may be called for a telephone credit card transaction or a paper credit card authorization may need to be signed for the amount agreed upon. At a more convenient time, the transaction can be entered into Payment by Credit Card item of the modular AP menu or under Transactions in the Standard menu of the program. The records can be updated for the invoices previously entered into the vendor file and paid with the credit card.

This process automatically creates an accounts payable invoice to the credit card vendor. If the credit card payment is to another vendor for whom their invoice has been entered, this process shows that the vendor invoice is paid, while creating a new invoice for the credit card issuer.

The above-mentioned procedure makes it possible to update the Vendor Ledger, Accounts Payable Journal, Invoice List, Credit Card Payments Journal, and Credit Card Payments List.

Before entering any credit card payments, it is very useful to become familiar with the Accounts Payable section of this chapter.

These credit card payments and another related credit card payment are also available from the Standard menu under Transactions, Payments by Credit Card. Information about Vendor Payments by Credit Card shown in this section also applies to the same menu items in the same section of Standard menu.

Modular Menu Access
AP | Payment by Credit Card | Vendor Payments by Credit Card

Standard Menu Access
Transactions | Payment by Credit Card | Vendor Payments by Credit Card

New Record
Initial access to vendor payment by credit card from the menu opens the Vendor Payments by Credit Card – New form. This form is used to enter new vendor payment information. However, access to a new form when another vendor payment record is on the screen only requires pressing Ctrl+N or using the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-77
Vendor Payments by Credit Card - New screen form.

Scrolling Through Vendor Payment by Credit Card Records
Vendor Payments by Credit Card records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to Transaction Number . Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list, according to Transaction Number. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the Transaction Number. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to the Transaction Number.

Editing an Existing Record
The list of existing vendor checks may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-78
Vendor Payments by
Credit Card Find/Search
screen form.

Note that when the invoice screen form appears, all of the fields at the top are shaded; the information cannot be entered or changed.

Figure: AP-79
Sample Vendor Payments
by Credit Card screen
form.

To access the information when the record appears on the screen, it is necessary to press the Open icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

If the vendor check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Vendor and General Ledger Journals, and potentially, in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

Figure: AP-80
Sample Vendor Payments
by Credit Card screen form
that is editable.

Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete ☒ icon (at the top of the screen). The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process.

Deleting a pre-existing vendor check will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Main Tab

The Vendor Payments by Credit Card screen form is used to record non-invoice related credit card payments to vendors. For invoice-related vendor payments, use the Payable Payment by Credit Card option.

Figure: AP-81
Vendor Payments by
Credit Card screen form.

The Main tab records information related to the credit card payment. BIS® ensures that there is a clear audit trail for all credit card payments entered. As each entry is made, BIS® automatically updates the accounts payable journal, the general ledger and the financial statements. Immediately after entering one or more credit card payments, the results of the transaction can be seen by viewing or printing the credit card payments journal, the credit card payments list, the accounts payable journal, vendor ledger, vendor and job aging reports, the general ledger, or any financial statements. All credit card transactions entered are included in each report.

Transaction Number

This field records the check number. This is an alphanumeric field limited to ten characters.

Transaction Date

This field records the date of the credit card transaction. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Credit Card Code

The Credit Card Code field records the credit card identification related to the record. The card code may be entered manually or by using the Find tool.

Please note that the Credit Card Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Credit Card – New form to add a new credit card's master record information. Right-clicking on the Credit Card Code hyperlink opens access to the Credit Card List report.

The credit card code may be entered manually, or the list of credit card codes may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected credit card code, but it must exist in the Credit Card master file. When an existing credit card code is selected, its name appears below the selected Credit Card Code.

Vendor ID

The Vendor Id field records the vendor identification number related to the record. The vendor Id may be entered manually or by using the Find tool.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-82
Reports directly accessible by right-clicking on the field name hyperlink
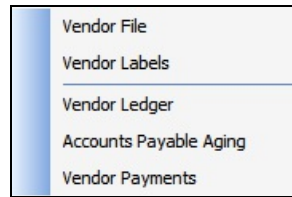
The vendor ID may be entered manually, or the list of vendors can be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the below the Vendor Id code.

Amount
The Amount field records the total amount of the credit card payment. The amount must balance with the total of all the line items entered for the distribution on the table below.

Internal Invoice Number
The field lists the number BIS® uses internally to track the invoice. This is set on the CC tab of the System Wide Parameters form.

On Hold for Payment
When the box is checked, no payment can be issued for the invoice. This might be done if there is a problem or dispute about the order, and payment is withheld until the problem is resolved. The option blocks all types of payments that reference the invoice number.

Reference Number
The Reference Number field records a reference number for the transaction.

Payment Terms
Any Payment Terms associated with the Vendor are automatically entered. However, the Find tool may be used to select another, or it may be manually entered. Please note that the Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Terms – New form. Right-clicking the hyperlink accesses the Payment Terms report that can be directly opened.

Due Date
The Due Date field records the due date for the vendor invoice. BIS® will calculate the date based on the Number of Days to Due Date entered in the Vendor file.

Figure: AP-83
Calendar tool.

Disc Date
The Discount Date field records the date by which the invoice must be paid to receive a discount, if applicable. The date may be typed or entered using the Calendar tool.

Discount %
This field records the discount percentage, if applicable. If the discount is entered as a dollar amount, the percentage will be calculated.

Discount Amount
The Discount Amount field records the dollar amount of the discount offered, if applicable. If the discount is entered as a percentage, the amount will be calculated.

Detail Distribution Columns
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ▣ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ▣ icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

GL Account
This field records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Account Name
The Account Name column displays the name of the account selected.

Amount
This important field calculates the extended amount (cost per unit times the number of units) for the line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the ▣ button to open a Notes box, where unlimited information related to the line item may be stored. If the line item refers to an Inventory item, the description is "brought in" from Inventory.

Report Code
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the invoice is for a subcontract not yet entered into the Subcontract module, the new subcontract can be added from the screen.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach the box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: AP-84
Recurring Payables,
Recurring AP, Job Cost –
Cost Type (M) Material
sub-screen form.

Figure: AP-85
Recurring Payables,
Recurring AP, Job Cost –
Cost Type (S) Subcontract
sub-screen form.

Figure: AP-86
Recurring Payables,
Recurring AP, Job Cost –
Cost Type (O) Other sub-
screen form used for
Equipment and Other
transactions.

Budget/Change Order Radio Buttons
If the Payable expense applies to a budget item, select the Budget radio button. If the payable expense applies to a Budget Change Order item, select the Change Order radio button.

Job Number
Enter or select a Job number to be associated with the invoice line. The job number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon by pressing Ctrl+F.
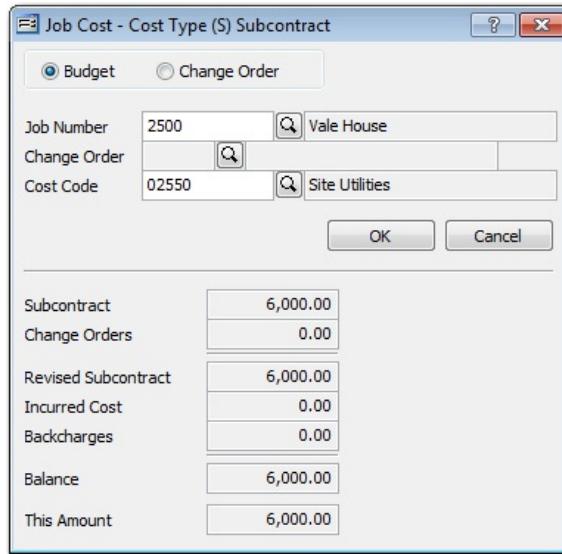
Change Order
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the payroll line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass 🔍 icon or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the invoice line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass [🔍] icon.

The program will offer to allow choosing either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Figure: AP-87
Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. The same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.

Subcontract

This field will display the Subcontract amount.

Change Orders

This field will display the Change Orders amounts related to the subcontract.

Revised Subcontract

This field will shows the revised subcontract amount.

Incurred Cost

This field will display the incurred costs from other vendor invoices and payments on the subcontract.

Backcharges

If backcharges have been entered against the subcontract, the total will appear in the field.

Balance

This field will show the unpaid balance of the subcontract.

This Amount

This field will show the billing of the invoice applicable to the subcontract.

Warning – Overpayment

If the amount of the invoice, when added to the incurred amount exceeds the amount of the subcontract, the warning will appear on the subscreen.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form or click on the Cancel button to do further editing of the entries.

Line/Job Detail Area

This area displays additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Job

If the focus is on an invoice line that is job related, this field displays the Job number applicable to that line item. Please note that Job is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-88
Reports directly accessible by right-clicking on the field name hyperlink.

Cost Code

If the focus is on an invoice line that is job related, this field displays the Cost Code applicable to that line item. Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on an invoice line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on an invoice line that is related to a job, this field displays the Cost Type applicable to that line item.

Summary Area

This area displays summary information pertaining to the vendor check, including cash account number and name and check total.

Credit Card Account

Displays the credit card account to be used for posting the transaction. The default account is set up in the System Wide Parameters, but can be changed on the CC Account tab. Since it is possible to have more than one credit card account in the general ledger, make sure the correct account number is displayed. Please note that the Credit Card Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: AP-89
Reports directly accessible by right-clicking on the field name hyperlink.
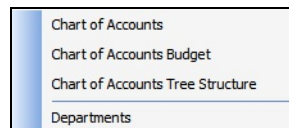
The Credit Card Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Credit Card Account code.

Total

This field displays the total of all the vendor check line item amounts. The amount must balance with the Amount field shown above.

CC Account Tab

This screen is used to change the credit card (CC) account and session date defaults.

Figure: AP-90
Vendor Payments by
Credit Card CC Account
tab screen form.
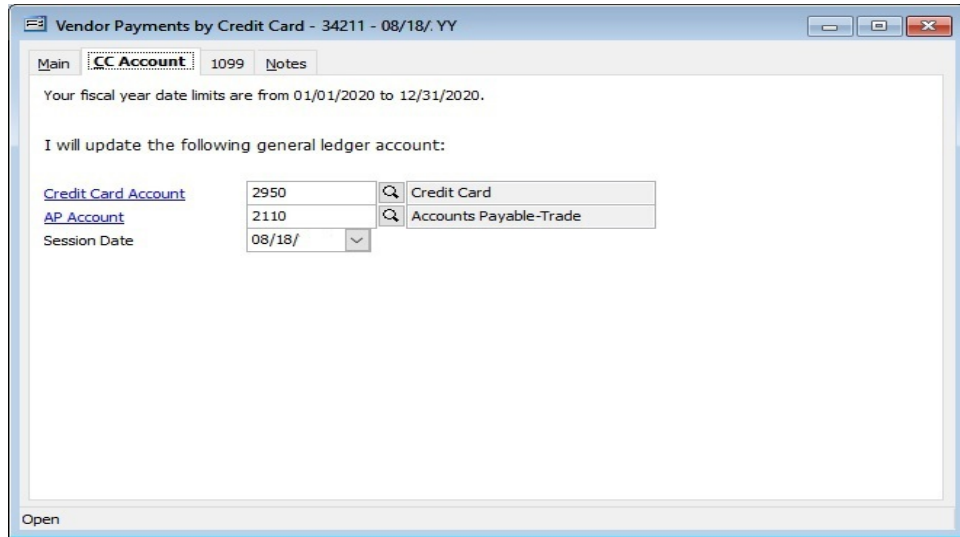
Credit Card Account

This field displays the default credit card account to be used for posting the transaction. The default account is set up in the System Wide Parameters, but can be changed on the CC Account tab. Since it is possible to have more than one credit card account in the general ledger, make sure the correct account number is displayed. Please note that the Credit Card Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: AP-91
Reports directly accessible
by right-clicking on the
field name hyperlink.
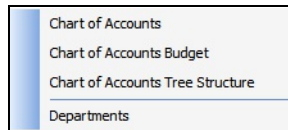
The Credit Card Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Credit Card Account code.

AP Account

This field displays the accounts payable account to which the invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab. Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Figure: AP-92
Reports directly accessible
by right-clicking on the
field name hyperlink.

Session Date

The Session Date field records the session date for the transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for the transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

1099 Tab

This tab allows information to be recorded for the vendor payment which will be applied to the vendor's 1099 tax form.

Figure: AP-93
Vendor Payments by
Credit Card form 1099 tab
screen form.
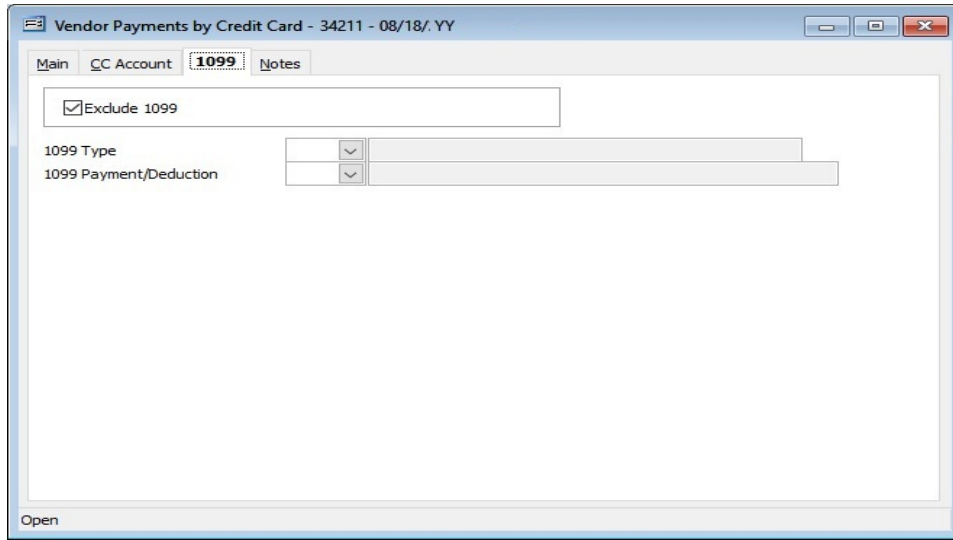
Exclude Form 1099

Checking this option will exclude the payment from the 1099 form prepared for the vendor at the end of the calendar year.

1099 Type

This field displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. If the current check is of a different type than the default displayed, click on the drop down control to select an option from the list. The available form types are:

        Type 1: 1099-MISC, Miscellaneous Income
        Type 2: 1099-DIV, Dividends and Distributions
        Type 3: 1099-INT, Interest

BIS® will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

1099 Payment/Deduction

This field displays the type of payment or deduction that the expense should appear as on the company's 1099 and provides a selection of types to choose from. Click on the drop down control to select an option from the list.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖬 button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-94
Sample Vendor Payments
by Credit Card Notes tab
screen form.
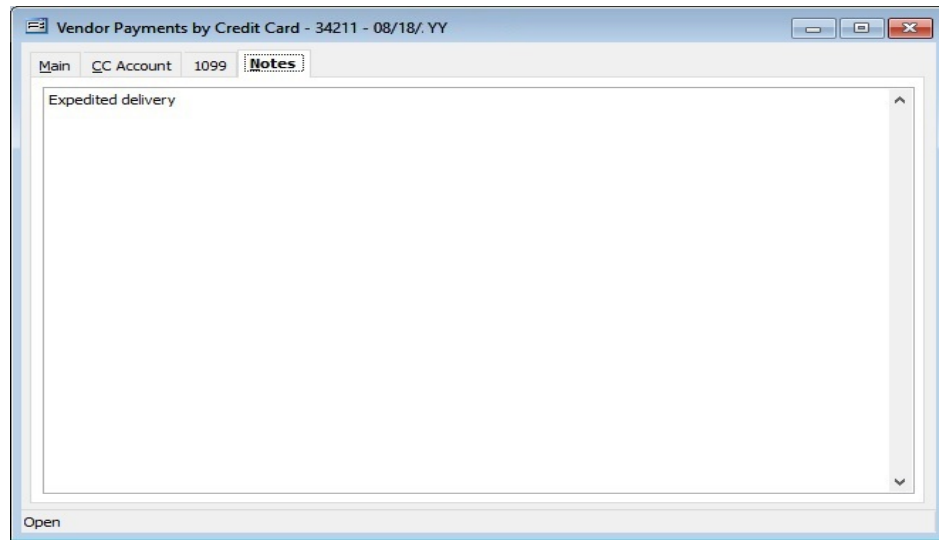
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar, or press Ctrl-S to save the changes.

Payable Payments by Credit Card

This section covers one type of credit card payments: Payable Payments by Credit Card. Payable payments by credit card are for existing vendors for whom the invoice have been received and entered into BIS®. (Vendor Payment by Credit Card are for situations in which the vendors, but no invoices have been entered into the system.)

When an invoice is received from a vendor, the information should be recorded using the Vendor Invoice screen to update the accounts payable records. These invoices can then be paid either with Select for Payment in the AP menu, manual Payable Checks in the AP menu, in Cash Disbursements Payable Checks in the General Ledger menu, or with Payable Payments by Credit Card.

This procedure is designed for situations where it is not convenient to use Select for Payment of the A/P Menu and/or it is desirable to pay the invoice using a credit card. There are many instances where this feature is especially valuable, one of which is discussed below.

For example, perhaps the business owner wants to accumulate "bonus points" offered by the credit card issuer and that is a card that the vendor accepts for payments.

Instead of going through the process of creating and selecting invoices, just one credit card payment may be processed. Alternatively, a telephone credit card transaction can be completed, or a paper credit card authorization for the amount agreed upon can be signed. At a more convenient time, the transaction can be entered via the Payable Payment by Credit Card item of the modular AP menu or under Transactions in the Standard menu of BIS®. The records for the invoices previously entered into the vendor file and paid with the credit card may now be updated.

This process automatically creates an accounts payable invoice to the credit card vendor. If the credit card payment is to another vendor for whom their invoice has been entered, this process shows that the vendor invoice is paid, while creating a new invoice for the credit card issuer.

The above-mentioned procedure makes it possible to update the Vendor Ledger, Accounts Payable Journal, Invoice List, Credit Card Payments Journal, and Credit Card Payments List.

Before entering any credit card payments, it is very useful to become familiar with the Accounts Payable section of this manual.

Modular Menu Access
AP | Payment by Credit Card | Payable Payments by Credit Card

Standard Menu Access
Transactions | Payment by Credit Card | Payable Payments by Credit Card

New Record
Initial access to payable payment by credit card from the menu opens the Payable Payments by Credit Card – New form. This form is used to enter new vendor payment information. However, access to a new form when another vendor payment record is on the screen only requires pressing Ctrl+N or using the New ▢ icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-95
Payable Payments by
Credit Card – New screen
form.

Scrolling Through Payable Payment by Credit Card Records
Payable Payments by Credit Card records can be scrolled by using the VCR buttons on the toolbar at the
top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list,
according to Transaction Number. Clicking on the Previous icon (at the top of the screen) will open the
immediately previous record of the list, according to Transaction Number. Clicking on the Next icon (at the
top of the screen) will open the next record of the list, according to the Transaction Number. Clicking on the Last
icon (at the top of the screen) will open the last record of the list, according to the Transaction Number.

Figure: AP-96
Payable Payments by
Credit Card Find/Search
screen form.

Editing an Existing Record
The list of existing payable payments by credit card may be examined by clicking on the Magnifying Glass
icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be
edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be
edited.

Note that when the invoice screen form appears, all of the fields at the top are shaded; the information cannot
entered or changed.

To access the information when the record appears on the screen, it is necessary to press the Open icon on the
toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: AP-97
Sample Payable Payments
by Credit Card screen form
that is editable.

If the payable payment by credit card transaction can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Vendor and General Ledger Journals, and potentially, in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

Deleting an Existing Record
Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this transaction?" Click on the Yes button to delete it, or click on the No button to leave the process.

Deleting a pre-existing payable payments by credit card transactions will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Main Tab

The Payable Payments by Credit Card screen form is used to record invoice related credit card payments to vendors. For non invoice-related vendor payments, use the Vendor Payment by Credit Card option.

Figure: AP-98
Payable Payments by Credit Card Main tab screen form.

The Main tab records information related to the credit card payment. BIS® ensures that there is a clear audit trail for all credit card payments entered. As each entry is made, BIS® automatically updates the accounts payable journal, the general ledger and the financial statements. Immediately after entering one or more credit card payments, the results of the transaction can be seen by viewing or printing the credit card payments journal, the credit card payments list, the accounts payable journal, vendor ledger, vendor and job aging reports, the general ledger, or any financial statements. All credit card transactions entered are included in each report.

Transaction Number
This field records the check number. This is an alphanumeric field limited to ten characters.

Transaction Date
This field records the date of the credit card transaction. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Credit Card Code
The Credit Card Code field records the credit card identification related to the record. The card code may be entered manually or by using the Find tool.

Please note that the Credit Card Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Credit Card – New form to add a new credit card's master record information. Right-clicking on the Credit Card Code hyperlink opens access to the Credit Card List report.
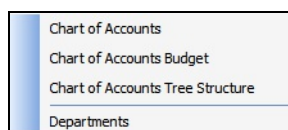
The credit card code may be entered manually, or the list of credit card codes may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected credit card code, but it must exist in the Credit Card master file. When an existing credit card code is selected, its name appears below the selected Credit Card Code.

Vendor ID
The Vendor Id field records the vendor identification number related to the record. The vendor Id may be entered manually or by using the Find tool.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-99
Reports directly accessible by right-clicking on the field name hyperlink
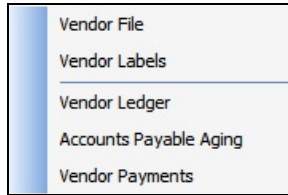
The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass ⊡ icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the below the Vendor Id code.

Amount
The Amount field records the total amount of the credit card payment. This amount must balance with the total of all the line items entered for the distribution on the table below.

Internal Invoice Number
The field lists the number BIS® uses internally to track the invoice. This is set on the CC tab of the System Wide Parameters form.

On Hold for Payment
When this box is checked, no payment can be issued for the invoice. This might be done if there is a problem or dispute about the order, and payment is withheld until the problem is resolved. The option blocks all types of payments that reference the invoice number.

Reference Number
The Reference Number field records a reference number for the transaction.

Payment Terms
Any Payment Terms associated with the Vendor are automatically entered. The Payment Terms many be manually changed or by using the Find tool. Please note that the Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Payment Terms – New form. Right-clicking the accesses the Payment Terms report that can be directly opened.

Due Date
The Due Date field records the due date for the vendor invoice. BIS® will calculate the date based on the Number of Days to Due Date entered in the Vendor file.

Disc Date
Figure: AP-100
Calendar tool.

The Discount Date field records the date by which the invoice must be paid to receive a discount, if applicable. The date may be typed or entered using the Calendar tool.

Discount %
This field records the discount percentage, if applicable. If the discount is entered as a dollar amount, the percentage will be calculated.

Discount Amount
The Discount Amount field records the dollar amount of the discount offered, if applicable. If the discount is entered as a percentage, the amount will be calculated.

Detail Distribution Columns
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon ⬜ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⬜ icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

Invoice Number
The Invoice Number column records the number of the invoice that is being paid with the credit card payment. The invoice number may be entered manually, or the list of vendors may be examined by clicking on the Find tool (Magnifying Glass 🔍 icon in the column on the right), and double clicking on the selected invoice number. The Find tool may be used to select an invoice number from those recorded in Accounts Payable.

The Find tool will pull up the related invoice information in the Invoice Amount, Retention, Discount, Amount Paid, Amount Due, and Net Due columns.

Invoice Amount
This field column displays the date of the selected invoice. The drop down tool allows opening the Calendar tool.

Retention
This field shows the calculated retention amount applicable to the invoice.

Discount
This field shows calculates the vendor payment terms discount amount applicable to the line item's invoice.

Amt Paid
This field is used to record the total of all prior payments made on the invoice.

Amt Due
The Amount Due is that Invoice Amount less any applicable Discount and Amount Paid.

Net Due
The Net Due column is that Invoice Amount less any applicable Retention and Amount Paid.

Amt to Pay
The Amount to Pay is the amount selected to be paid on the invoice.

Line Detail Area
This area displays additional detail information pertaining to the line item selected, including the AP account, Account name, Invoice Date, Due Date, Discount Date, and Discount Amount.

AP Account
Displays the accounts payable account to which the invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab.

Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Figure: AP-101
Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Invoice Date
When the screen focus is on an invoice line, this field displays the Invoice Date applicable to that line item.

Due Date
If the screen focus is on an invoice line, this field displays the Due Date applicable to that line item.

Discount Date
If the focus is on an invoice line, this field displays any Discount Date applicable to that line item.

Discount Amt
If the focus is on an invoice line, this field displays any Discount Amount applicable to that line item.

Summary Area
This area displays summary information pertaining to the vendor check, including cash account number and name and check total.

Credit Card Account
Displays the credit card account to be used for posting the payment. The default credit card account is set up in the System Wide Parameters, but can be changed on the CC Account tab. Since it is possible to have more than one credit card account in the general ledger, make sure the correct account number is displayed.

Please note that the Credit Card Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Credit Card Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-102
Reports directly accessible by right-clicking on the field name hyperlink.
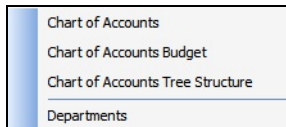
Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Total
This field displays the total of all the vendor invoice line item amounts. The amount must balance with the Amount field shown above.

CC Account Tab

This screen is used to change the credit card (CC) account and session date defaults.

Credit Card Account

Figure: AP-103
Payable Payments by
Credit Card, CC Account
tab screen form.
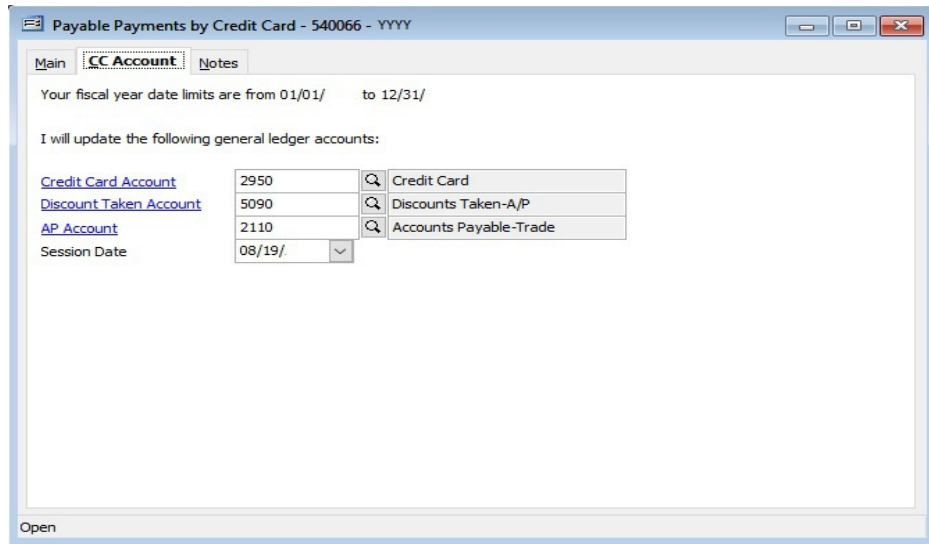
This field displays the default credit card account to be used for posting the transaction. The default account is set up in the System Wide Parameters, but can be changed on the CC Account tab. Since it is possible to have more than one credit card account in the general ledger, make sure the correct account number is displayed. Please note that the Credit Card Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: AP-104
Reports directly accessible
by right-clicking on the
field name hyperlink.
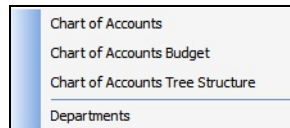
The Credit Card Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Credit Card Account code.

Discount Taken Account

This field displays the discount taken account to be used for posting the credit card payment. The default discount taken account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one discount taken account in the general ledger, make sure the correct account number is displayed. Please note that the Discount Taken Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Taken Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-105
Reports directly accessible
by right-clicking on the
field name hyperlink.

AP Account

Displays the accounts payable account to which the invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab. Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Figure: AP-106
Reports directly accessible by right-clicking on the field name hyperlink.
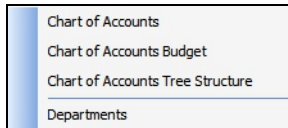
Session Date

The Session Date field records the session date for the transaction (i.e. the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for the transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-107
Sample Payable Payments by Credit Card Notes tab screen form.
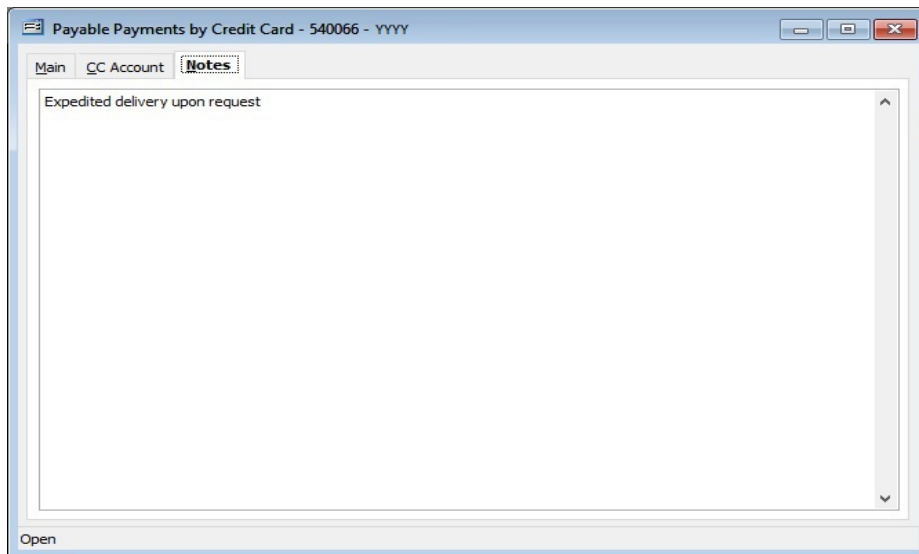
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Select for Payment

Specific vendor invoices can be selected for payment in BIS®, and the amount to pay specified for each one. Those invoices and payment amounts are placed on a prepayment list. Once an invoice is on the prepayment list, it is ready for a check to be printed and can no longer be modified. As long as an invoice is place on hold, it cannot be selected for payment.

⚠ **Caution**	This option is only used if the accounts payable checks will be printed using the BIS® program. If checks are paid manually, go to the Payable Checks option.

Selecting Invoices for Payment

Invoices can be selected for payment based on the following criteria:

- Job Number: This selection criterion chooses only those invoices associated with the specified job, but this can be combined with vendor ID, Invoice Number, and/or the Due Date. If the selection criterion is used, the job amount will show, and the amount to pay will be limited to the job amount.
- Vendor ID: This selection criterion chooses only invoices for the selected vendor, but this can be combined with the Job Number, the Invoice Number, and/or the Due Date.
- Invoice Number: This selection criterion chooses only the invoice assigned that number, but this can be combined with the Job Number, Vendor Id, and/or Due Date.
- Due Date: This selection criterion chooses only invoices with the specified due date, but this can be combined with the Job Number, Vendor Id, and/or Invoice Number.
- To select invoices for payment:
  1. Choose Select for Payment from the Transactions menu.
  2. Enter the date to appear on the check(s). Only invoices with an invoice date prior to the check date can be selected for payment.
  3. Fill in one or more of the categories mentioned above in order to view invoices that meet those criteria. Entering more than one category will narrow the search to those invoices that meet BOTH criteria.
  4. In the Payment field, enter the total payment to be applied at this time. If the Pay Retention option is marked, BIS® will distribute the payment amount to include payment for the retention.
  5. Click the Select button. All outstanding invoices that meet the parameters defined will appear on the table. The payment amount will be distributed to invoices, beginning with the oldest one.
  6. Review the Amount to Pay for each invoice. These amounts may be adjusted, but cannot exceed the amount due. To see detailed information on a line item, double-click on the Amount to Pay field for that item to open the Invoice Detail screen.
  7. Click Apply to List. The invoices that have payment amounts entered for them will be placed on the Prepayment List tab.

ⓘ **Tip**	Items on the prepayment list will remain until checks are printed. If this form is reopened prior to running checks, changes to the list may be done. If the Check Date on the Select tab is changed, any items previously applied to the prepayment list that have an invoice date AFTER the check date will be removed.

Once invoices have been scheduled for payment, print checks using the Print AP Checks form. Only one Select for Payment record can exist at any given time. Once checks are printed, the Prepayment List is cleared. Until then, checks will remain selected in the file.

ⓘ **Tip**	The Prepayments List Report can be printed from the Reports menu at any time.

Figure: AP-108
Initial Select for Payment
screen form.

Changing the Prepayment List

Once invoices have been selected for payment, changes can be made to the prepayment list prior to printing checks.

To remove an scheduled payment from the list:

1. Choose Select for Payment from the Transactions menu.
2. Go to the Prepayment List tab.
3. Click on the invoice line item to be removed.
4. Click the Delete Line tool.

To add scheduled payments to the list:

1. Choose Select for Payment from the Transactions menu.
2. The previously entered check date will appear. If the date is changed for any items previously applied to the prepayment list that have an invoice date AFTER, the check date will be removed.
3. Enter the payment amount for the invoices to be added in Payment field.
4. Enter the search criteria for outstanding invoices and click the Select button. (See Selecting Invoices on the previous page for Payment for more information on this.)
5. Review the distribution of the payment and make changes, if necessary.
6. Click Apply to List. The Prepayment List tab will be updated.

⊕ **Tip**

- If the search criteria specified includes one or more invoices already on the prepayment list, the payment amount for these invoices must match that specified on the prepayment list for it to remain on the list as is.
- If the payment amount is zero, it will override the previously entered payments and these invoices will be DELETED from the list.
- If the payment amount is different, the amount will be changed on the list.
- If the scheduled invoice(s) are not pulled up by the search parameters, the information on the prepayment list will remain intact.

Modular Menu Access
AP | Select for Payment

Standard Menu Access
Transactions | Select for Payment

Select Tab
Use this option to select vendor invoices for payment through BIS® and to state the amount to pay on each invoice selected. This form allows specific payments to be placed on a Prepayment List. To do so, enter the amount to pay in the last column on the table, be sure the invoice is highlighted, and click the Apply to List button.

Figure: AP-109
Selection for Payment screen form listing all invoices available for payment.

Check Date
This field records the date to be printed on the check. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Job Number
To view outstanding invoices for a certain job, enter the job number here and click the Select button. This will load all unpaid invoices associated with the job specified. This may be combined with a due date search by entering a due date prior to clicking Select.

> ⓘ **Tip**   If the job number selection criterion is used, the job amount will for invoices show, and the amount to pay for each will be limited to the job amount listed.

Please note that Job is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-110
Reports directly accessible by right-clicking on the field name hyperlink.

Vendor ID

To view outstanding invoices for a certain vendor, enter the vendor ID here and click Select to load unpaid invoices for that vendor. This may be combined with the selection of a specific invoice or a due date search prior to clicking Select.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-111
Reports directly accessible
by right-clicking on the
field name hyperlink
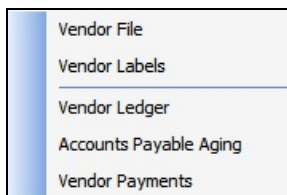
The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the below the Vendor Id code.

Invoice Number

This field is used to select a particular invoice for payment. The vendor ID field must be entered first in order to use the field.

Due Date

This field is used to record a due date used to select invoices due for payment on or before a certain date. The field may be used together with the Job Number or Vendor ID fields to narrow the search prior to clicking Select.

Payment

This field is used to record the combined total amount to be paid for all invoices selected at this time. If the amount is entered prior to clicking the Select button, BIS® will distribute the amount to the invoices displayed, beginning with the oldest invoice, until the amount is exhausted. If the line item payment amount(s) entered manually on the table exceeds the amount, BIS® will ask if the payment should be increased.

Select only invoices subject to discount

When this option is checked prior to clicking the Select button, BIS® will list only those invoices that have prompt payment discounts available due to the payment terms entered for the vendor invoice.

Pay Retention

When this option is checked prior to clicking the Select button, BIS® will distribute the payment amount to invoices, including payment of the retention. If not, the payment will be distributed for the net amount.

Exclude invoices already applied to Prepayment List

When this option is checked nivoices already applied the to the Prepayment List are excluded from Select tab modifications**.**

Select button

All outstanding invoices that meet the parameters defined will appear on the table. The payment amount will be distributed to invoices, beginning with the oldest one.

Pay All button

This button marks all of the selected invoices for payment.

Apply to List button
This button applies the selected invoices to the prepayment list.

Close button
This button closes the currently open form and eliminates any data that has been changed since the last save.

Invoice Table
The table displays all the outstanding invoices for the parameters outlined. The amount to be paid is recorded in the Amount to Pay column. To select an invoice, enter the payment amount, be sure the invoice is highlighted and use the Apply to List button.

Invoice Number
The Invoice Number column shows the number of the invoice that meets the criteria for selection.

Invoice Amount
The Invoice Amount column shows the invoice total of the invoice that meets the criteria for selection.

Retention
The Retention column shows the amount of retention of the invoice that meets the criteria for selection.

Discount
The Discount column shows the amount of any prompt payment discount available on the invoice that meets the criteria for selection.

Amount Due
The Amount Due column shows the amount of an invoice that meets the criteria for selection.

Net Due
The Net Due column is the Amount Due less any applicable Retention and Amount Paid.

Amt to Pay
The Amount to Pay column is used to enter the amount to be paid on this invoice. If the Pay All button has be selected, the Net Due will be entered automatically, but can be changed.

Amt Paid
The Amount Paid column shows the total of all prior payments made on this invoice.

Job Amount
The Job Amount column shows the amount of the invoice applied to jobs.

Vendor Id
The Vendor Id column shows the vendor Id number of the invoice that meets the criteria for selection.

Vendor Name
The Vendor Name column shows the vendor name of the invoice that meets the criteria for selection.

Line Detail Area
To review detail of listed invoices, click on a particular invoice line. This area displays additional detail information pertaining to the line item selected, including the Vendor Id, Vendor Name, Invoice Date, Due Date, and Status.

Vendor ID
This field will show the Vendor Id of the selected invoice.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-112
Reports directly accessible by right-clicking on the field name hyperlink

Vendor Name
This field displays the vendor name of the Vendor Id selected .

Invoice Date
When the screen focus is on an invoice line, this field displays the Invoice Date applicable to that line item.

Due Date
If the focus is on an invoice line, this field displays the Due Date applicable to that line item.

Status
If the focus is on an invoice line, this field displays whether the invoice is already on the Prepayment List or not.

For payment on . . . , total cash required (without discount):
This field displays the total of the amounts applied to the prepayment list. This amount must balance with the Payment field shown above.

ⓘ **Tip**   The Prepayments List Report can be printed from the Reports menu at any time.

Prepayment List Tab
Review this list to verify the invoices and payment amounts scheduled for payment prior to running the checks.

Figure: AP-113
Select for Payment,
Prepayment List screen
form sample.

Invoice Table
The table displays the prepayment list of the selected invoices and the amounts Applied to List.

Invoice Number
The Invoice Number column shows the number of the invoice that meets the criterial for selection.

Invoice Amount
The Invoice Amount column shows the invoice total of the invoice that meets the criterial for selection.

Retention
The Retention column shows the amount of retention of the invoice that meets the criterial for selection.

Discount
The Discount column shows the amount of any prompt payment discount available on the invoice that meets the criterial for selection.

Amount Due
The Amount Due column shows the amount of an invoice that meets the criterial for selection.

Net Due
The Net Due column is the Amount Due less any applicable Retention and Amount Paid.

Amt to Pay
The Amount to Pay column is used to enter the amount to be paid on this invoice. If the Pay All button has be selected, the Net Due will be entered automatically, but can be changed.

Amt Paid
The Amount Paid column shows the total of all prior payments made on this invoice.

Job Amount
The Job Amount column shows the amount of the invoice applied to jobs.

Vendor Id
The Vendor Id column shows the vendor Id number of the invoice that meets the criterial for selection.

Vendor Name
The Vendor Name column shows the vendor name of the invoice that meets the criterial for selection.

Line Detail Area
To review detail of listed invoices, click on a particular invoice line. This area displays additional detail information pertaining to the line item selected, including the Vendor Id, Vendor Name, Invoice Date, Due Date, and Status.

Vendor ID
This field will show the Vendor Id of the selected invoice.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-114
Reports directly accessible
by right-clicking on the
field name hyperlink

Vendor File
Vendor Labels
Vendor Ledger
Accounts Payable Aging
Vendor Payments

Vendor Name
This field displays the vendor name of the Vendor Id selected .

Invoice Date
When the screen focus is on an invoice line, this field displays the Invoice Date applicable to that line item.

Due Date
If the focus is on an invoice line, this field displays the Due Date applicable to that line item.

Status
If the focus is on an invoice line, this field displays whether the invoice is already on the Prepayment List or not.

For payment on . . . , total cash required (without discount):
This field displays the total of the amounts applied to the prepayment list. This amount must balance with the Payment field shown above.

ⓘ **Tip**   The Prepayments List Report can be printed from the Reports menu at any time.

Print AP Checks

This option prints accounts payable checks for invoices that have been selected for payment. This form cannot be opened simultaneously with Select for Payment. Multiple invoices for the same vendor are combined into one payment; only one check is printed per vendor. Once checks are printed, the prepayment list is cleared of entries and the appropriate accounts are automatically updated for the checks printed. If printing is interrupted, the system will only reflect those checks actually printed.

Once invoices have been selected for payment, the checks for these invoices can be printed using BIS®. Please read this section carefully before attempting to print checks. One check is printed per vendor, combining all invoices payments for that vendor. Once checks are printed, the prepayment list is cleared.

The Accounts Payable Journal, Vendor Ledgers, Cash Disbursements Journal, 1099 Files, Job Cost Files, Subcontract Files and Financial Statements are automatically updated for the checks printed. If printing is interrupted, the system will only reflect those checks actually printed. When accounts are updated, BIS® creates records in the Payable Checks file for the printed checks. These checks can also be voided if necessary.

⚠ **Caution**	This option is only used if the accounts payable checks will be printed using the BIS® program. If checks are paid manually, go to the Payable Checks option.

Printing Accounts Payable Checks

To print accounts payable checks:

1. Select Print AP Checks from the Transactions menu.
2. The date to be printed on the checks is for display only and is the date entered in the Select for Payment form.

3. Verify that the cash account and the discount account shown are correct.
4. Select laser or continuous, depending upon the type of checks/printer being used.
5. Verify that the check number for the first check is correct. Multiple checks will be printed with consecutive numbers.
6. Use the Alignment button to conduct a print alignment test, if necessary. After aligning the checks, click Print.
7. After checks are printed, review each check to verify that it printed correctly. If not, BIS® allows reprinting the checks before continuing.
8. When all checks have been printed correctly, click OK to update accounts.
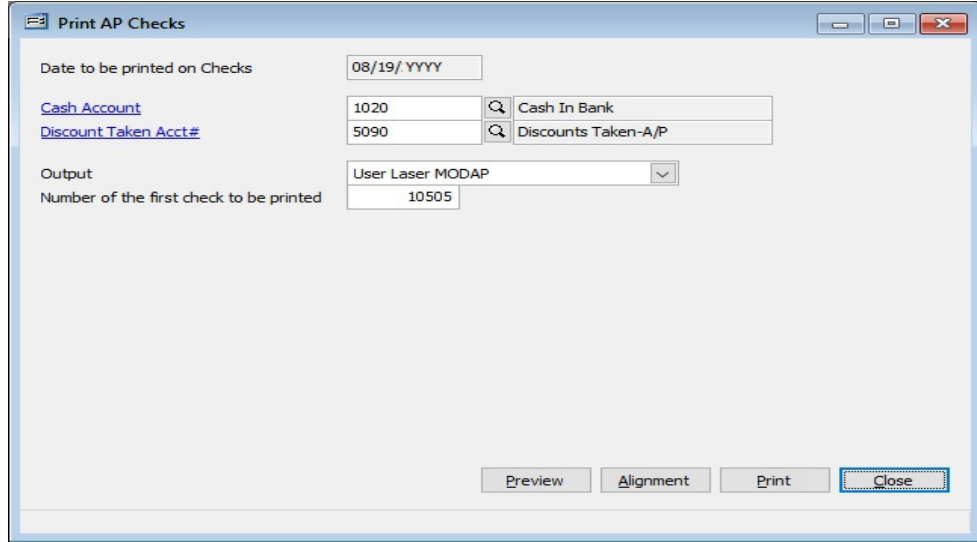
Modular Menu Access
AP | Print AP Checks

Standard Menu Access
Transactions | Print AP Checks

Figure: AP-115
Print AP Checks screen form.

Date to be Printed on Checks
This field displays the date to be printed on the checks. This date was recorded on the Select for Payment form.
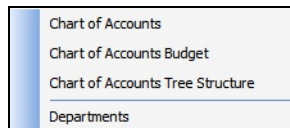
Cash Account
This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but may be changed here. Since it is possible to have more than one credit card account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form.

Figure: AP-116
Reports directly accessible by right-clicking on the field name hyperlink.

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.

Discount Taken Account Number
This field displays the general ledger account to be used for posting any discounts allowed for the invoice selected for payment with this check. The default discount taken account is set up in the System Wide Parameters, but can be changed here. Since it is possible to have more than one discount taken account in the general ledger, make sure the correct account number is displayed.

Please note that the Discount Taken Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Taken Account hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-117
Reports directly accessible
by right-clicking on the
field name hyperlink.

| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |
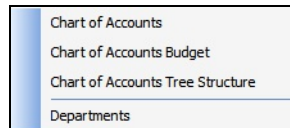
Output
This field is used for specifying whether the checks will be printed on Laser forms or continuous forms. Use the drop down menu to select the correct paper type. The correct form type should also be set up in the Forms section of the User Preferences screen.

Number of the First Check to be Printed
This field records the check number of the first check to be printed. BIS® will automatically assign the next consecutive number, but it may be changed here if necessary.

Preview Button
This button is used to display the Accounts Payable Prepayment List. This list is created by choosing invoices to be paid with the Select for Payment option. If an error is detected, close the Print AP Checks form and return to Select for Payment to alter the list of invoices to be paid.

Alignment Button
The Alignment button prints an alignment test to verify that checks are correctly aligned before actual checks are printed.

Print Button
Once the Prepayment List has been verified, and an alignment test has been successfully run, this button can be used to print the actual checks. To interrupt printing, press Esc.

Close Button
Closes this form.

Recurring Payables

Modular Menu Access
AP | Recurring Payables

Standard Menu Access
Transactions | Recurring Payables

Certain payable transactions may be repeated on a regular basis that rarely vary. To save time and minimize errors in making these payable entries, recurring payable transactions can be created that simply require posting at regular intervals.

This section covers the three elements of recurring payables setup and use: Groups, Recurring AP, and Load Groups. The first two of these elements are needed to set up a recurring payable. The last one is needed to process recurring payable.

Once a recurring payable has been posted, all of its elements are available in Vendor Invoices, either to be applied "as is," or to be modified as needed.

Three steps are required in completing recurring transactions:

1. Setting up the transaction forms.
2. Grouping the transaction forms for posting.
3. Posting the transactions.

In order to use recurring transactions, it is first necessary to set up records for each transaction that will occur on a regular basis. The recurring transaction forms are similar to regular transaction forms, except that they require a Recurring Number (used for grouping) and they do not require transaction dates (since they will be used repeatedly).

The recurring AP form is reached by selecting Recurring AP from the Recurring Payable submenu of the Transactions menu. Complete this form similar to a regular vendor invoice. Enter one form for each transaction that will occur on a recurring basis. After the transaction forms have been created, groups must be established that will be used to post the transactions.

Grouping Recurring Transactions

After recurring transaction forms have been recorded, they must be grouped together in order to be posted. Groups are created according to transaction type (e.g., journal entries, payables or billing). Different types cannot be grouped together. A group can contain as many individual transaction forms as desired, as long as they will be posted at the same time. Entries to post are selected by group number.

The creation of a group (and its associated forms) DOES NOT generate an accounting transaction. Only when the recurring transactions are posted are the books affected. Posting can be done at any time and forms within a group can be changed, deleted or regrouped as needed.

To group recurring transactions:

1. Select Groups from the Recurring Payables submenu of the AP menu or under Transactions in the Standard menu.
2. On the Main tab, enter a group number and description that will identify the group of transactions to which they are assigned.
3. Click on the Recurring tab.
4. Use the Find tool to select all the recurring transactions that will be posted together, each listed on a separate line.

5. Save the record.

To enter another grouping record, click New and repeat Steps 2 – 4.

Once transactions are grouped together, they may be posted whenever necessary.

Posting Recurring Transactions

When a recurring payable transaction is posted, BIS® automatically creates regular transaction records for each recurring record posted and updated the books to reflect this transaction.

To post recurring transactions:

1. Select Posting option from the recurring payables submenu.
2. Enter the posting date and, if necessary, the number of the first transaction to be posted.
3. The table displays the recurring groups and the date each was last posted. To post one or more groups, flag the group(s) by marking the box for that line item. Clicking the Preview button will display all of the individual recurring transactions selected for posting, and their associated group number.
4. When the correct groups have been selected, click the Post button.

After posting, the transaction records created by the recurring procedure can be modified and deleted just like regular payable invoices.

Reversing Recurring Transactions

Once recurring payable transactions have been posted, the actual transaction records that have been created can be located in the payable transaction file, AP Invoices.

To reverse or modify the transaction created:

1. Select the appropriate option from Accounts Payable in the Module menu or under Transactions in the Standard menu.
2. Locate the payable transaction created through the recurring posting procedure using the Find, Lookup or VCR buttons. Identify the record by the transaction number, date and description.
3. Open the record.
4. To reverse the transaction, click Delete. This will remove the record from the file. To modify the record, make any changes necessary and click Save.

Groups

This section is used to create groupings of recurring payables that are created using the Recurring AP form, and that will be posted together on a regular basis.

Modular Menu Access

AP | Recurring Payables | Groups

Standard Menu Access
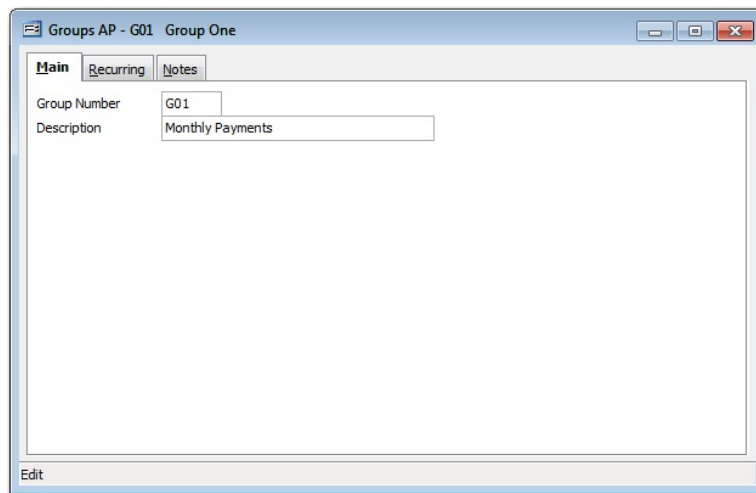
Transactions | Recurring Payables | Groups

Main Tab

The Main section records a group number and description that will identify the group of invoices to which they are assigned. This information will be used to select the groups in the Post AP screen form.

Figure: AP-118
Sample Recurring AP
Groups screen form.

Group Number

This field records a number that will be used to identify a group of payables that will be posted together on a regular basis. This code may be any combination of letters and numbers, up to three characters in length.

Description

This field records a description of the payables group, which will be associated with the group number selected.

Recurring Tab
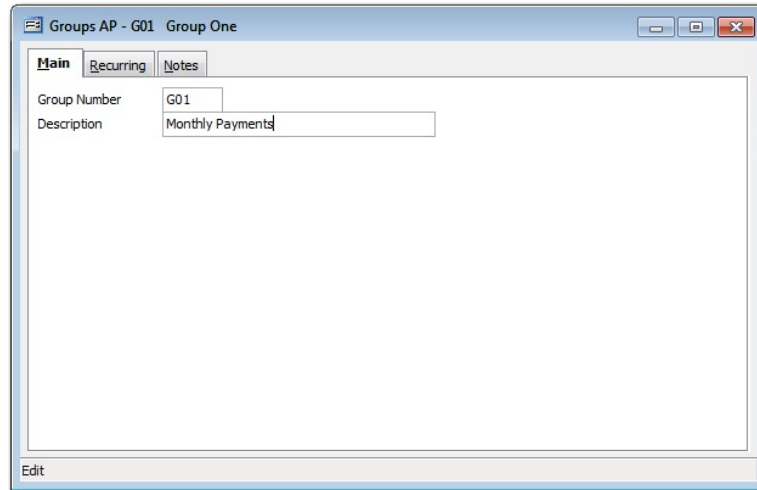
This section is used for selecting which items are to be grouped together for posting. Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line ⊞ icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line ⊟ icon (or Ctrl+) removes the currently highlighted line from the grid of the open record.

Figure: AP-119
Recurring AP, Groups AP, Recurring tab screen form sample.

Recurring Number

This field displays the numbers of the recurring invoices that are included in the group selected. To add a recurring payable, enter the recurring number manually or by using the Find tool.

Vendor ID

This field displays the vendor Id associated with the recurring number selected.

Vendor Name

This field displays the vendor name associated with the recurring number selected.

Amount

This field displays the amount of the payable invoice associated with the recurring number selected.

Notes Tab

The Notes tab is a work area for miscellaneous notes and may be used as needed.

Figure: AP-120
Sample Recurring Payable,
Groups AP, Notes tab
sample form.
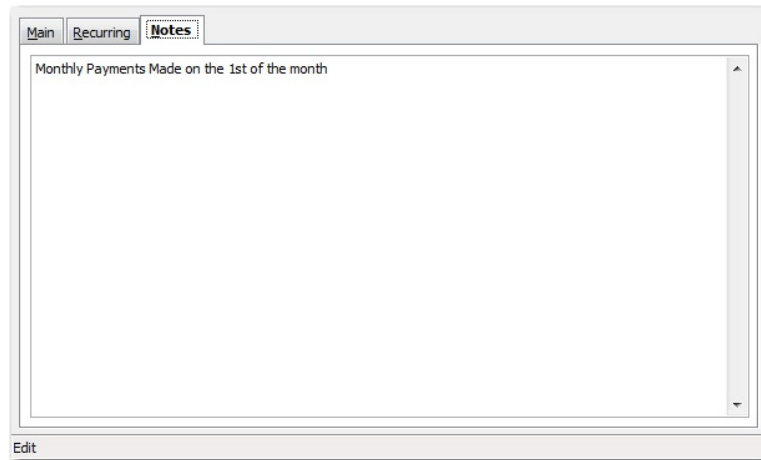
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ⊟ button on the toolbar or press Ctrl-S to save the changes.

Recurring AP
Modular Menu Access
AR | Recurring Payables | Recurring AP

Standard Menu Access
Transactions | Recurring Payables | Recurring AP

This option is used to create vendor invoices which can be grouped and posted on a recurring basis. A group may contain as many invoices or distribution lines as necessary, as long as they can be posted at the same time.

New Record
Initial access to recurring payable from the menu opens the Recurring AP - New form. This form is used to enter new recurring payable information. However, access to a new form when another recurring payable record is on the screen only requires pressing Ctrl+N or using the New ☐ icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: AP-121
Recurring Payables,
Recurring AP – New screen
form.
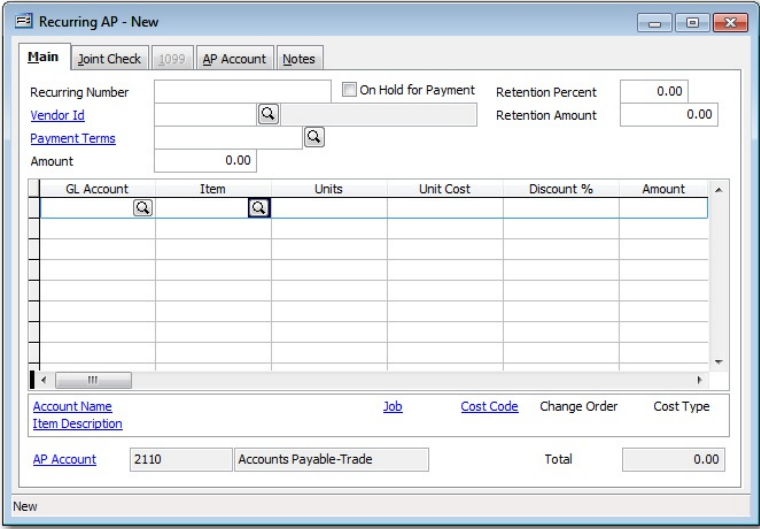
Scrolling Through Recurring AP Records
Recurring payables records can be scrolled by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to the Recurring Number. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list, according to the Recurring Number. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list, according to the Recurring Number. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to the Recurring Number.

Figure: AP-122
Recurring Payables,
Recurring AP, Main tab
screen form sample.

Editing an Existing Record

The list of existing recurring payables may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however.

Figure: AP-123
Recurring AP, Find/Search
screen form.

When the Recurring AP screen form appears, most of the fields at the top are shaded; new information cannot be entered and existing information cannot be changeed.

Deleting an Existing Record

Existing records can be deleted. Once the source record is brought to the screen, use the Delete ☒ button at the top of the screen on the toolbar. The system will ask, "Do you want to delete this transaction?" Click on the Yes button to void it, or click on the No button to leave this process.

Deleting a vendor's recurring invoice entry will not change previously posted recurring AP.

Main Tab

This option is used to create vendor invoices which can be grouped and posted on a recurring basis. A group may contain as many invoices or distribution lines as necessary, as long as they can be posted at the same time.

Figure: AP-124
Recurring Payables,
Recurring AP Main tab
sample screen form.

Recurring Number

This field records a number which will be used to identify this invoice when grouping. This is an alphanumeric field limited to ten characters.

On Hold for Payment

When this box is checked, no payment can be issued for this invoice. This might be done if there is a problem or dispute about this order, and payment is withheld until the problem is resolved. This option blocks all types of payments that reference this invoice number.

Vendor ID

This field displays the vendor identification number associated with this record.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Vendor – New form. Right-clicking on the Vendor hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-125
Reports directly accessible
by right-clicking on the
field name hyperlink

Payment Terms

This field records the payment terms that apply to this sale. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink accesses the Payment Terms report that can be directly accessed.

Amount
The Amount field records the total amount of the invoice.

Retention Percent
This field records the percentage to be retained. If the retention is entered as a dollar amount, the percentage will be calculated.

Retention Amount
The Retention Amount field records the dollar amount to be retained. If the retention is entered as a percentage, the amount will be calculated.

Form Columns
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account
This field records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Item
The item Column field records the code of the inventory item ordered, but only if the Inventory module license is active. This code may be entered manually or by using the Find tool, but must be recorded in the Inventory Items file. This field is not required and may be left blank.

Units
This field records the quantity (based upon the unit of measure) to be ordered.

Unit Cost
This field records the unit cost for this item.

Discount Percentage
The Discount Percentage Column records the percentage of the discount offered by the vendor for early payment for this line item (if applicable).

Amount
This important field calculates the extended amount (cost per unit times the number of units) for this line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for this item, click the button to open a Notes box, where unlimited information related to this line item may be stored. If the line item refers to an inventory item, the description is retrieved from the Inventory module.

Report Code
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the invoices if for a subcontract not yet entered into the Subcontract module, the new subcontract optionally can be added from this screen.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach this box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: AP-126
Recurring Payables, Job Cost – Cost Type (M) Material sub-screen form.

Figure: AP-127
Recurring Payables, Job Cost – Cost Type (S) Subcontract sub-screen form.

Figure: AP-128
Recurring Payables, Job Cost – Cost Type (O) Other sub-screen form used for Equipment and Other transactions.

Budget/Change Order Radio Buttons
If the Payable expense applies to a budget item, select the Budget radio button. If the payable expense applies to a Budget Change Order item, select the Change Order radio button.

Job Number
Enter or select a Job number to be associated with this invoice line. The job number may be entered manually or by using the Find tool, the Magnifying Glass ![icon] icon or pressing Ctrl+F.

Change Order

Figure: AP-129
Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. This same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.
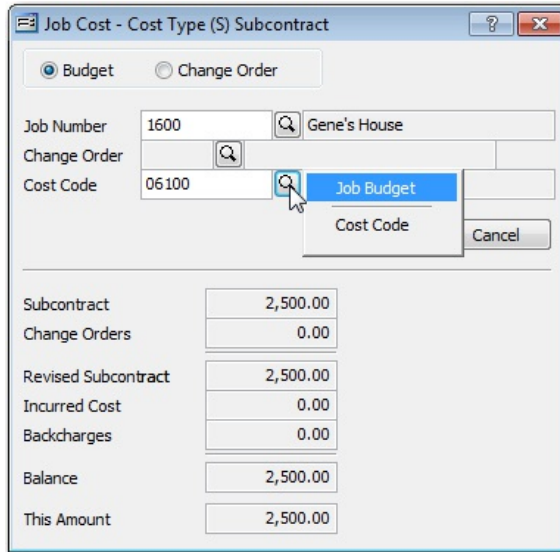
If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this invoice line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass ![icon] icon or pressing Ctrl+F.

Cost Code
Enter or select a Cost Code to be associated with this invoice line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass ![icon] icon.

The program allows the choice of either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Subcontract
This field will display this Subcontract amount.

Change Orders
This field will display the Change Orders amounts related to this subcontract.

Revised Subcontract
This field will shows the revised subcontract amount.

Incurred Cost
This field will display the incurred costs from other vendor invoices and payments on this subcontract.

Backcharges
If backcharges have been entered against this subcontract, the total will appear in this field.

Balance
This field will show the unpaid balance of the subcontract.

This Amount
This field will show the billing of this invoice applicable to this subcontract.

Warning – Overpayment
If the amount of the invoice, when added to the accrued amount exceeds the amount of the subcontract, this warning will appear on the subscreen.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Line Detail Area
This area displays additional information pertaining to the line item selected, including the account name and item description. Also displayed are the job, cost code, change order and/or cost type from the Job Cost files.

Account Name
This field displays the account name to which this invoice will be debited. The default account is recorded in the grid above.

Please note that the Account Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form to add a new GL account. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-131
Right click on hyperlink to directly access reports and other functions.
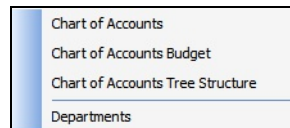
Item Description
If the Inventory module is installed, and the focus is on an inventoried item, this field displays the Inventory Item Description. Please note that the Item Description is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Inventory - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-132
Reports directly accessible by right-clicking on the field name hyperlink.
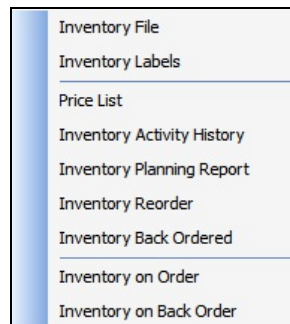
Job
If the focus is on an invoice line that is job related, this field displays the Job number applicable to that line item. Please note that Job is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-133
Reports directly accessible by right-clicking on the field name hyperlink.
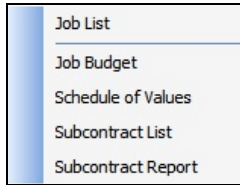
Job List
Job Budget
Schedule of Values
Subcontract List
Subcontract Report

Cost Code
If the focus is on an invoice line that is job related, this field displays the Cost Code applicable to that line item.

Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order
If the focus is on an invoice line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type
If the focus is on an invoice line that is related to a job, this field displays the Cost Type applicable to that line item.

Summary Area
This area displays summary information pertaining to the invoice, including AP account number and name and invoice.

AP Account
Displays the accounts payable account to which this invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab. The AP account may be entered manually, or the chart of accounts may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-134
Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
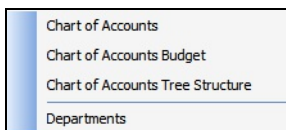
Total
This field displays the total of all the vendor invoice line item amounts. This amount must balance with the Amount field shown above.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Joint Check Tab

If the payee requires a check with multiple names on it, the Joint Check tab allows up to two additional names to appear on the check. The first payee will be the vendor selected on the Main tab.

Figure: AP-135
Recurring Payables,
Recurring AP Joint Check
screen form sample.

Joint Check First Name

This field records a second payee to appear on the check for this recurring payable. This is an alphanumeric field limited to 30 characters.

Joint Check Second Name

This field records a third payee to appear on the check. This is an alphanumeric field limited to 30 characters.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar or press Ctrl-S to save the changes.

1099 Tab

This tab allows information to be recorded for this vendor payment which will be applied to the vendor's 1099 tax form.

Figure: AP-136
Recurring Payables,
Recurring AP 1099 Tab
screen form.
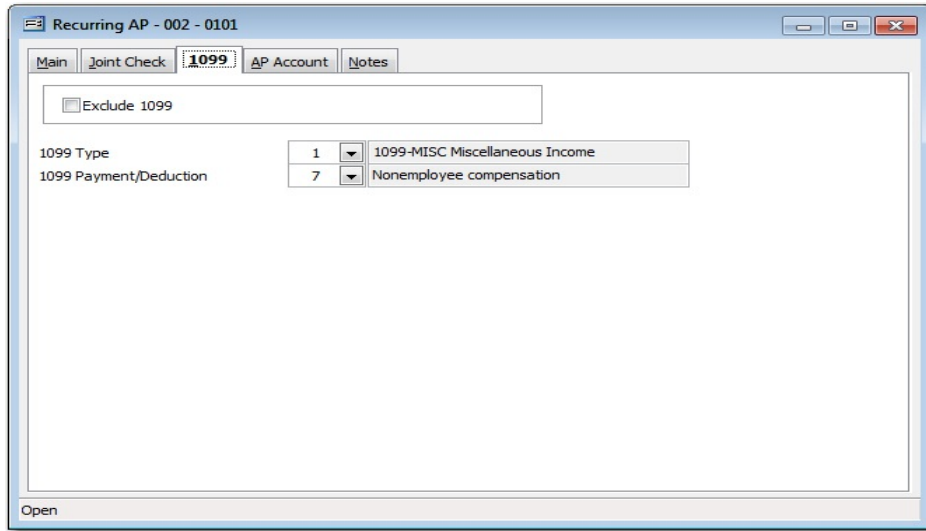
Exclude Form 1099

Checking this option will exclude this check from the 1099 form prepared for this vendor at the end of the calendar year.

1099 Type

This field displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. If the current check is of a different type than the default displayed, click on the drop down control to select an option from the list. The available form types are:

Type 1: 1099-MISC, Miscellaneous Income
Type 2: 1099-DIV, Dividends and Distributions
Type 3: 1099-INT, Interest

BIS® will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

1099 Payment/Deduction

This field displays the type of payment or deduction that this expense should appear as on the company's 1099 and provides a selection of types to choose from. Click on the drop down control to select an option from the list.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 🖫 button on the toolbar, or press Ctrl-S to save the changes.

AP Account Tab
This screen is used to change the account and session date defaults.

Figure: AP-137
Recurring Payables,
Recurring APA AP Account
tab Screen form sample.

AP Account
The AP Account field displays the accounts payable account to be used for posting this transaction. The default AP account is set up in the System Wide Parameters, but can be changed here.

Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-138
Reports directly accessible
by right-clicking on the
field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AP-139
Recurring Payables,
Recurring AP Notes tab
sample screen form.
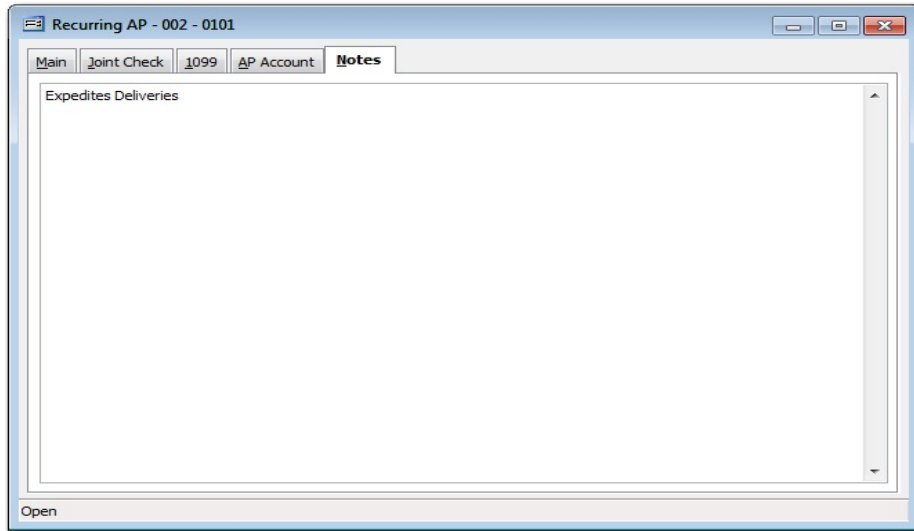
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save ![save] button on the toolbar or press Ctrl-S to save the changes.

Post AP

This screen displays recurring vendor invoice groups that can be selected for posting. The invoices posted here are created using the Recurring AP form and grouped in the Groups screen. Once selected, the invoices can be posted, which will create one or more invoices for the recurring transaction.

Modular Menu Access
AP | Recurring Payables | Post AP
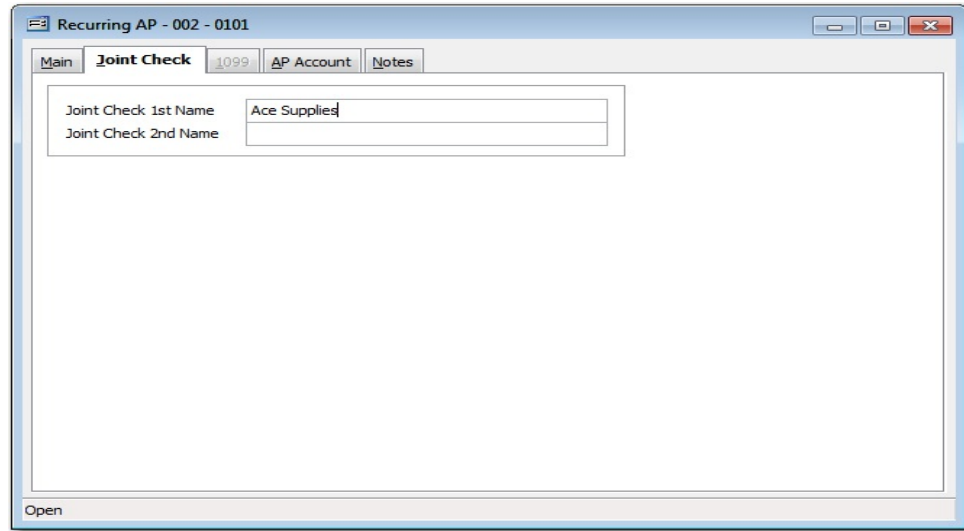
Standard Menu Access
Transactions | Recurring Payables | Post AP

Posting Date

Figure: AP-140
Recurring AP, Post AP screen form sample.

This field records the posting date for this group of vendor invoices. The date may be entered manually or by using the Calendar tool.

Beginning Number
This field records the beginning invoice number (entries will be numbered sequentially).

Post Flag
The Post Flag column allows groups to be selected for posting. A group is selected for posting if a checkmark appears in the box. Toggle the checkmark on and off by clicking on the box.

Group
The Group column displays the group numbers available for posting.

Description
The Description column displays the description associated with each group number.
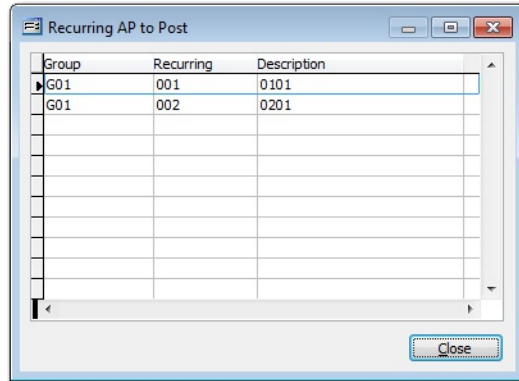
Last Post Date
The Last Post Date column displays the last date that this group of recurring payable entries was posted to Accounts Payable.

Preview Button

Opens a window which displays the individual recurring payable entries to be loaded based on the groups selected.

Figure: AP-141

Recurring Payables, Post AP, Preview sub screen sample.

Post Button

This button causes the posting of the recurring payable entries of all selected groups. The program will request confirmation of the action to post the recurring group entries selected.

Close Button

The Close button closes the active window.

Section 5 – Accounts Payable Reports

This section covers the reports available for accounts payable. Access to specific reports begins with the Query screen that enable the selection of the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an "Order By" setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS® reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria has been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open displaying the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS®, reports can be exported and emailed in up to 6 different formats. The screen presentation of most reports offers hyperlinks that enable drilling down to the source record, or by right-clicking, opening a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the

Figure: AP-142
Report Toolbar

Reports Toolbar
Preview
The Preview icon works with the Report and printing functions, allowing previewing in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print (Ctrl-P)

The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Report

The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS®. The available formats for these editions are the same as listed for Export above.

Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.

Table of Contents

The BIS® Table of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.

Show/Hide Ruler

The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

The Copy Page icon copies the current page of the report to the Windows Clipboard.

Find

The BIS® Find icon enables finding or searching for a particular piece of data in the current report.

Display Pages

The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.

Zoom In

The Zoom In icon enlarges the screen image by preset percentages.

Zoom Out

The Zoom In icon reduces the screen image by preset percentages.

Zoom Control

The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as well as Page Width and Full Page.

"VCR" Buttons

The VCR button icons provide a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

The Forward icon resets the order of the pages of the report that appear on the screen.

Hyperlink Appearance

The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: AP-143
Hyperlink format options

ab	Blue Underline
ab	Blue
ab	Black Underline
ab	Black
ab	Blue Italic Underline
ab	Blue Italic
ab	Blue Italic Underline
ab	Blue Italic

Refresh

The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS® reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified does not yield any records, BIS® will not allow the report to be previewed or printed.

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available varies from report to report.

Order By

Use the drop down menu in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display entries A-Z, while a descending list orders entries Z-A.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that a selection can be made from records on file.

Operators

All	Shows all records.
=	Displays only records with data matching the data in the Beginning column.
On Date Run	For Date fields only; this dynamic operator uses the system date for the program.
Day # of Month	For Date fields only; this dynamic operator uses the pres-selected specific day of the month.
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month.
Last Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month.
In	Includes all records contain the data entered in the Beginning column.
Between	Shows records that fall between the records listed in the Beginning and Ending columns.
Tag	Includes specific records tagged from a drop-down list of records.
>	Includes records that have a value greater than that entered in the Beginning column.
<	Only shows records with a value less than that defined.
>=	Displays records with a value greater than or equal to the defined data.
<=	Includes records whose value is less than or equal to the data entered.

My Query

The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query, however, can be applied to any of the available Report Types.

Figure: AP-144
My Query drop-down list.
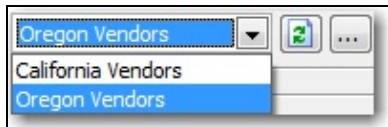
As with other system reports, each named query selection can be further refined with the other settings.

Figure: AP-145
My Query List sample
screen form.
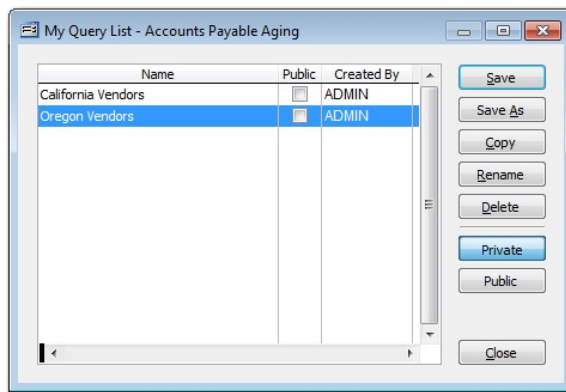
Refresh Button

If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button

A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Save

The Save button will save the current settings, but will provide a dialog box asking, "Do you want to overwrite this query?" Click on Yes to save the current settings under the selected name, or No to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

Figure: AP-146
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.

Name

Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to the information.

OK

Click on the OK button to accept the name and scope selections.

Cancel

Click on the Cancel button to close the form without saving.

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

Figure: AP-147
Copy query screen form.

Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: AP-148
Rename Query screen form.

Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, "This is a public query. Are you sure that you want to delete this query?" If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

Close

This button closes the My Query List.

Clear Button
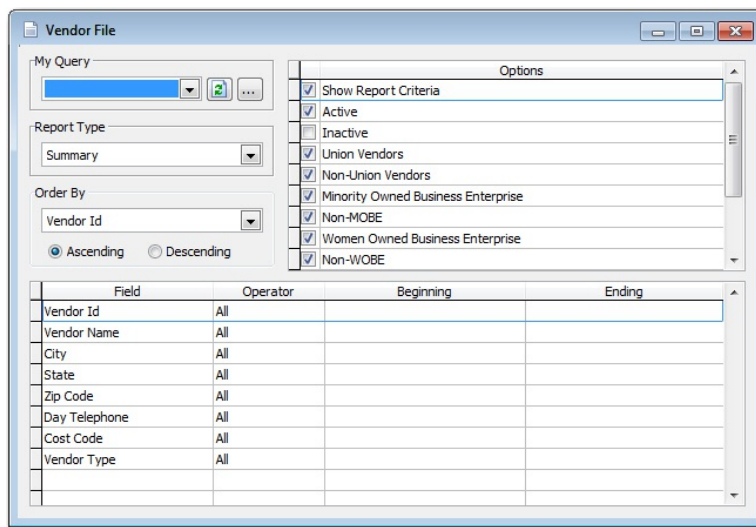
The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: AP-149
Sample report query form after apply clear button.

Accounts Payable Report List
The following is a list of accounts payable reports available in BIS®.

- Vendor List
- Vendor Label
- Vendor Types
- Credit Cards
- Accounts Payable Journal
- Invoice List
- Credit Card Payments Journal

- Credit Card Payments List
- Recurring Payables
    - Invoices
    - Groups
- Vendor Ledger
- Vendor Aging
- Job Aging

- Prepayment List
- Vendor Payments
- W/C Insurance
- Liability Insurance
- 1099 Report
- 1099 Forms
- 1099 Magnetic Media

Menu Access
Access to reports can be achieved via 3 different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group
AP | Reports

Reports Access via Modules with Reports Listed
AP

Standard Menu
Reports | Accounts Payable

Vendor List

This report provides a listing of records in the Vendors file. A variety of report types are available to produce as detailed a listing as needed.

Access to Vendor List
Module Menu with Reports Group
AP | Reports | Vendor List

Module Menu with Reports List
AP | Vendor List

Standard Menu
Reports | Accounts Payable | Vendor List

Report Types
Summary
The Summary Report Type displays the vendor ID and name, daytime telephone and fax numbers, status, whether it is a union vendor, a minority owner business, a woman owner business, and whether a Form 1099 is required.

Detail
The Detail Report Type also lists the complete vendor address, nighttime telephone, and e-mail.

Extended
The Extended Report Type also provides a full-page report for each vendor that displays all information from the Main, Default, 1099, and History, Udf and Notes tabs. It also displays the amount due to the vendor.

Contact
The Contact Report Type provides a listing of all contacts recorded on the Contact tab of the Vendor file.

Udf
The Udf Type provides a listing of all user defined fields recorded on the Udf tab of the Vendor file.

Order By
- Vendor Id: Alphanumeric
- Vendor Id Numeric:
    (Numeric-Alpha)
- Vendor Name
- City
- State
- Zip Code
- Day Telephone
- Cost Code
- Vendor Type

Options
- Show Report Criteria
- Active
- Inactive
- Union Vendors
- Non-Union Vendors
- Minority Owned Business Enterprise
- Non-MOBE
- Women Owned Business Enterprise
- Non-WOBE
- 1099 Vendors
- Non-1099 Vendors
- Show Notes
- Case Sensitive

- **Fields**
- Vendor Id
- Vendor Name
- City
- State
- Zip Code
- Day Telephone
- Cost Code
- Vendor Type

Drill-Down+® Destinations

Figure: AP-150
Right-click a hyperlink to access reports and other features.
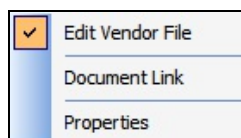
Vendor File – Summary Report

Best Construction Company

Vendor File
Summary Report
Page 1

Vendor Id	Vendor Name	Day Telephone	Fax	Status	Union	MOBE	WOBE	1099
0101	Central Coast Building Supply	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0201	BK Contracting	(805) 543-7000	(805) 534-1595	Active	No	No	No	No
0202	Nagel Foundations	(805) 543-7000	(805) 534-1595	Active	No	No	Yes	Yes
0203	Yardsee-Jones Landscaping	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0301	Dry Gulch Concrete	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0601	Gold Coast Framing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0602	Classic Interiors	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0701	A1 Insulation	(805) 543-7000	(805) 534-1595	Active	No	Yes	No	Yes
0702	Hightop Roofing	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0801	Higuerra Glass	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0901	Quintus Drywall	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
0902	Ladd Painting	(805) 543-7000	(805) 534-1595	Active	No	No	No	No
0903	Mesa Carpeting	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
1501	Complete Plumbing	(805) 543-7000	(805) 534-1595	Active	Yes	No	No	Yes
1601	Highvolt Electric	(805) 543-7000	(805) 534-1595	Active	No	No	No	Yes
1602	PG&E	(800) 838-6427		Active	No	No	No	No
1603	Pacific Bell	(800) 838-6427		Active	No	No	No	No
1800	Universal Auto Parts	(800) 838-6427		Active	No	No	No	No
1810	Arco Gas	(800) 838-6427		Active	No	No	No	No
1820	Evert Equipment Repair	(800) 838-6427		Active	No	No	No	No
2000	Credit Card Bank Institution			Active	No	No	No	No

Figure: AP-151 Vendor File – Summary Report.

Vendor File – Detail Report

Vendor Id	Vendor Name Address City		Day Telephone Night Telephone State Zip Code	Fax Email	Status Vendor Type	Union	MOBE	WOBE Cost Code	1099
0101	Central Coast Building Supply 3987 Hwy 1 Pismo Beach		(805) 543-7000 CA 93448	(805) 534-1595 cbosio@micsonline.com	Active Supplier	No	No	No	Yes
0201	BK Contracting 16701 Douglas Way Oceano		(805) 543-7000 CA 93455	(805) 534-1595 jon@bkcontracting.com	Active Subcontractor	No	No	No 01400	No
0202	Nagel Foundations 6800 Oak Park Blvd. Arroyo Grande		(805) 543-7000 CA 93420	(805) 534-1595 jack@nagelfoundatons.com	Active Subcontractor	No	No	Yes 03000	Yes
0203	Yardsee-Jones Landscaping 523 128th Street Oceano		(805) 543-7000 CA 93445	(805) 534-1595 cliff@yjlandscaping.com	Active Subcontractor	No	No	No 02800	Yes
0301	Dry Gulch Concrete 193 Snake Canyon Road Santa Maria		(805) 543-7000 CA 93448	(805) 534-1595 markmonahan@emailstuff.com	Active Subcontractor	No	No	No 03000	Yes
0601	Gold Coast Framing 683 Johnston Avenue Atascadero		(805) 543-7000 CA 93422	(805) 534-1595 clarson@gcframing.com	Active Subcontractor	No	No	No 06100	Yes
0602	Classic Interiors 859 Shore Avenue Pismo Beach		(805) 543-7000 CA 93448	(805) 534-1595 projects@classicinteriors.com	Active Subcontractor	No	No	No 06200	Yes
0701	A1 Insulation 1825 Highland Way Suite 305 San Luis Obispo		(805) 543-7000 CA 93401	(805) 534-1595	Active Subcontractor	No	Yes	No 07200	Yes
0702	Hightop Roofing 1803 Ninth Street Los Osos		(805) 543-7000 CA 93402	(805) 534-1595 peterfranks@freeemail.com	Active Supplier	No	No	No 07300	Yes
0801	Higuerra Glass 1396 Higuerra Street San Luis Obispo		(805) 543-7000 CA 93401	(805) 534-1595	Active Supplier	No	No	No 08000	Yes
0901	Quintus Drywall 3258 Los Casitas Drive Santa Maria		(805) 543-7000 CA 93454	(805) 534-1595	Active Subcontractor	No	No	No 09250	Yes
0902	Ladd Painting 90036 Grand Avenue Unit C Arroyo Grande		(805) 543-7000 (805) 543-7000 CA 93420	(805) 534-1595 willthomas@laddpainting.com	Active Subcontractor	No	No	No 09900	No

Figure: AP-152   Vendor File – Detail Report showing address information and email addresses, sorted by Vendor Id.

Vendor File – Extended Report

Best Construction Company

Vendor File
Extended Report   Page 1

Vendor 0101, Central Coast Building Supply

Main

Vendor Id	0101
Vendor Name	Central Coast Building Supply
Street Address 1	3987 Hwy 1
Street Address 2	
City	Pismo Beach
State ZipCode	CA 93448
Day Telephone	(805)543-7000
Night Telephone	
Fax	(805)534-1595
Email	cbosio@micsonline.com
Cost Code	
License Number	
Federal Id Number	
W/C Exp. Date	/ /
L/I Exp. Date	/ /
Auto Ins Exp. Date	/ /
# Days to Due Date	0
Status	Active

Default

GL Account	5015
Vendor Type	Supplier
Union	[ ] Union Vendor
Minority	[ ] Minority Owned Bus. Ent.
Women	[ ] Women Owned Bus. Ent.
Separate Check	[ ] Vendor Requires separate check for each invoice

History

Last Payment Date	06/02/2014
Last Payment Amount	$2,500.00

1099

1099	[X] 1099 Required
1099 Type	1099-MISC
1099 Payment/Ded.	Nonemployee compensation
DBA	[X] DBA in front of Vendor Name
Tax Payer Id #(TIN)	
Tax Payer Account	
IRS Country Code	
Tax Payer Type	Business or Organization (EIN)

Notes

1. Long term supplier.
2. Will make express delivery on request.

Figure: AP-153   Vendor File – Extended Report showing one vendor per page.

Vendor File – Contact Report

Figure: AP-154   Vendor Report – Contact Report showing contact names, access information, and titles.

Vendor File – Udf Report

Best Construction Company

Vendor User Definable Fields
Udf Report   Page 1

Vendor Id	Vendor Name UDF Field	Description
0101	Central Coast Building Supply	
	Relationship Status	Preferred
	fax 2	- -
0201	BK Contracting	
	Relationship Status	
	fax 2	11-232-3
0202	Nagel Foundations	
	Relationship Status	Preferred
	fax 2	- -
0203	Yardsee-Jones Landscaping	
	Relationship Status	Preferred
	fax 2	- -
0301	Dry Gulch Concrete	
	Relationship Status	Backup
	fax 2	- -
0601	Gold Coast Framing	
	Relationship Status	Preferred
	fax 2	- -
0602	Classic Interiors	
	Relationship Status	
	fax 2	- -
0701	A1 Insulation	
	Relationship Status	Preferred
	fax 2	- -
0702	Hightop Roofing	
	Relationship Status	Preferred
	fax 2	- -
0801	Higuerra Glass	
	Relationship Status	Preferred
	fax 2	- -
0901	Quintus Drywall	
	Relationship Status	Preferred
	fax 2	- -
0902	Ladd Painting	
	Relationship Status	Preferred
	fax 2	- -
0903	Mesa Carpeting	
	Relationship Status	Preferred
	fax 2	- -
1501	Complete Plumbing	
	Relationship Status	Temporary
	fax 2	- -
1601	Highvolt Electric	
	Relationship Status	Preferred
	fax 2	- -
1602	PG&E	

Figure: AP-155   Vendor User Definable Fields – Udf Report.

Vendor Labels

This option allows printing labels that can be used for shipping, mailing, etc. BIS® offers label sizes for both dot matrix and laser printers. Each label includes the name and address of customers recorded in the Vendor file.

Access to Vendor Labels

Module Menu with Reports Group

AR | Reports | Vendor Labels

Module Menu with Reports List

AP | Vender Labels

Standard Menu

Reports | Accounts Payable | Vender Labels

Report Types

Select the option that corresponds to the labels used.

Order By	**Options**	**Fields**
• Vendor Id	• Active	• Vendor Id
• Vendor Name	• Inactive	• Vendor Name
• City	• Union Vendors	• City
• State	• Non-Union Vendors	• State
• Zip	• Minority Owned Business Enterprise	• Zip
• Telephone Number	• Non-MOBE	• Telephone Number
• Vendor Type	• Women Owned Business Enterprise	
	• Non-WOBE	
	• 1099 Vendors	
	• Non-1099 Vendors	
	• Case Sensitive	

Avery® 5160, 5260, 5810, 5960 Report Label

Central Coast Building Supply
3987 Hwy 1
Pismo Beach, CA 93448

BK Contracting
16701 Douglas Way
Oceano, CA 93455

Nagel Foundations
6800 Oak Park Blvd.
Arroyo Grande, CA 93420

Yardsee-Jones Landscaping
5231 28th Street
Oceano, CA 93445

Dry Gulch Concrete
193 Snake Canyon Road
Santa Maria, CA 93448

Gold Coast Framing
683 Johnston Avenue
Atascadero, CA 93422

Classic Interiors
859 Shore Avenue
Pismo Beach, CA 93448

A1 Insulation
1825 Highland Way
Suite 305
San Luis Obispo, CA 93401

Hightop Roofing
1803 Ninth Street
Los Osos, CA 93402

Higuerra Glass
1396 Higuerra Street
San Luis Obispo, CA 93401

Quintus Drywall
3258 Los Casitas Drive
Santa Maria, CA 93454

Ladd Painting
90036 Grand Avenue
Unit C
Arroyo Grande, CA 93420

Mesa Carpeting
203 San Diego Lane
Arroyo Grande, CA 93420

Complete Plumbing
1659 West Elm Street
Suite 120
Arroyo Grande, CA 93420

Highvolt Electric
750 Hwy 56
Santa Magarita, CA 93453

PG&E
1406 East 52nd Street
San Luis Obispo, CA 93401

Pacific Bell
4692 North Higuerra
San Luis Obispo, CA 93401

Universal Auto Parts
4692 North Higuerra
San Luis Obispo, 93401

Arco Gas
9245 North Higuerra
San Luis Obispo, 93401

Evert Equipment Repair
9210 North Higuerra
San Luis Obispo, 93401

Credit Card Bank Institution
1234 Main Street
Los Angeles, CA

Figure: AP-156   Vendor Labels – Avery 5160, 5260, 5810, and 5960 partial laser/inkjet sheet labels.

AP-132   Accounts Payable

Vendor Types
The Vendor Types report lists the vendor types recorded in the Vendors file.

Access to Vendor Types Report
Module Menu with Reports Group
AP | Reports | Vendor Types

Module Menu with Reports List
AP | Vendor Types

Standard Menu
Reports | Accounts Payable | Vendor Types

Report Types

Detail
The Vendor Types Detail Report displays the vendor types recorded in the Vendor Types file.

Order By	Options	Fields
• Vendor Type	• Case Sensitive	• Vendor Type

Vendor Types — Detail Report

Figure: AP-157   Vendor Types – Detail Report.

Credit Cards

This report provides a listing of records in the Credit Cards file. A variety of report types are available to produce as detailed a listing as needed.

Access to Credit Cards Report
Module Menu with Reports Group
AP | Reports | Credit Cards

Module Menu with Reports List
AP | Credit Cards

Standard Menu
Reports | Accounts Payable | Credit Cards

Report Types
Summary
The Credit Cards Summary Report displays the Credit Card (CC) Code, Description, Type, Card Number, Additional Id, Member Since, and Expiration Date.

Detail
The Credit Cards Detail Report also displays the Name (on the card), Vendor Id (of the issuer), and Vendor Name.

Extended
The Extended Report Type provides a full-page report for each credit card that displays all information from the Main, Default, Images, Udf, and Notes tabs of the Credit Card file.

Order By	**Options**	**Fields**
• Job Number	• Show Report Criteria	• Job Number
	• Active Jobs	• Date
	• Inactive Jobs	• Invoice Number
	• Completed Jobs	• Deposit Number
	• Case Sensitive	• Application Number
		• Amount

Drill-Down+® Destinations

Figure: AP-158
Right-click the Code hyperlink to display a selection of other available functions.
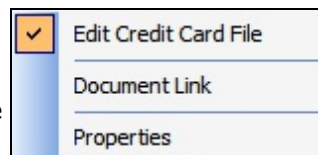
Figure: AP-159
Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.

Credit Cards — Summary Report

Credit Card List
Summary Report

Best Construction Company

Page 1

CC Code	Description	Type	Card Number	Addtional ID	Member Siince	Exp. Date
MC	Master Card	Master Card	1111 2222 3333 4444	123	2000	1/06
	Notes 1. Obtain approval from Mr. Johnson before using this card for purchases.					

Figure: AP-160   Credit Card List – Summary Report, also showing Notes.

Credit Cards — Detail Report

Credit Card List
Detail Report

Best Construction Company

Page 1

CC Code	Description Name	Type Company	Card Number	Vendor Id	Addtional ID Vendor Name	Member Siince	Exp. Date
MC	Master Card	Master Card	1111 2222 3333 4444		123	2000	1/06
	Bill Johnson	Best Construction Company		2000	Credit Card Bank Institution		
	Notes 1. Obtain approval from Mr. Johnson before using this card for purchases.						

Figure: AP-161   Credit Card List – Detail Report, also showing Notes.

Credit Cards — Extended Report

Best Construction Company

Credit Card List
Extended Report   Page 1

Credit Card: MC, Master Card

Main

Code	MC
Description	Master Card
Card Number	************4444
Additional Identifier	123
Type	Visa
Vendor Id	2000
Vendor Name	Credit Card Bank Institution
Member Since	2000
Expiration	0106
Name	Bill Johnson
Company	

Front Image

Back Image

Billing Address

Address 1	641 Haddick Ave
Address 2	
City	Pismo Beach
State	CA
Zip Code	93421

Notes

Obtain approval from Mr Johnson prior to purchases.

Figure: AP-162   Credit Card List – Extended Report, showing credit card images and Notes.

Accounts Payable Journal
The Accounts Payable Journal is a listing of accounts receivable invoices by date for a particular account. This can be compared with the actual records to verify that they have been entered correctly.

Access to Accounts Payable Journal
Module Menu with Reports Group
AP | Reports | Accounts Payable Journal

Module Menu with Reports List
AP | Accounts Payable Journal

Standard Menu
Reports | Accounts Payable | Accounts Payable Journal

Report Types
Summary
The Accounts Payable Journal Summary Report displays the account number and name, invoice date, invoice number, due date, discount date, purchase order number, vendor ID and name, invoice amount, and monthly totals.

Detail
The Accounts Payable Journal Detail Report also displays line item detail including account number, inventory item number, description, and line item amount.

Extended
The Accounts Payable Journal Extended Report also shows report code, job number, cost code, change order and cost type.

Order By
- Invoice Date
- Session Date
- Session Date and Invoice Date
- Session Date and Invoice Number

Options
- Show Report Criteria
- Reversing Entries
- Show Invoice Notes
- Show GL Extended Description
- Show User Id
- Show Case Sensitive

Fields
- Invoice Date
- Invoice Number
- Vendor Id
- Session Date

General Ledger Account
Enter the General Ledger account to be displayed in this report.

Drill-Down+® Destinations

Figure: AP-163
Right-click an invoices number hyperlink to display options.
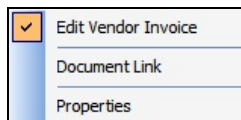
Figure: AP-165
Right-click a PO# hyperlink to display a selection of reports and other available functions.
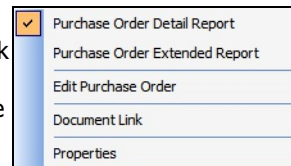
Figure: AP-164
Right-click a Vendor Id hyperlink to display a selection of reports and other available functions.
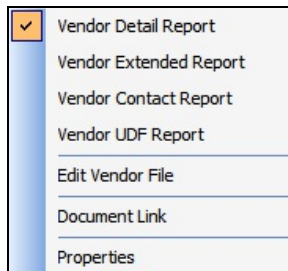
Figure: AP-166
Right-click Job number hyperlink to access a selection fo reports and other available functions.

Accounts Payable Journal — Summary Report

Best Construction Company

Accounts Payable Journal
Summary Report - Account 2110, Accounts Payable-Trade   Page 1

Date	Invoice #	DueDate	DiscDate	PO#	VendorId	VendorName	Session	Amount
02/03/	56560	03/04/	/ /		0101	Central Coast Building Supply	02/03/	3,000.00
02/03/	56500	03/04/	/ /		0101	Central Coast Building Supply	02/03/	6,000.00
						Accounts Payable Invoices Listed for February		9,000.00
04/24/	3244556	05/24/	/ /		0201	BK Contracting	04/24/	500.00
04/24/	2121	05/24/	/ /		0201	BK Contracting	04/24/	400.00
						Accounts Payable Invoices Listed for April		900.00
08/17/	542778	09/16/	/ /		0101	Central Coast Building Supply	08/17/	2,500.00
08/17/	89644	09/16/	/ /		0201	BK Contracting	08/17/	2,500.00
08/18/	12994034	09/17/	/ /		2000	Credit Card Bank Institution	08/18/	3,750.00
08/19/	12994035	09/18/	/ /		2000	Credit Card Bank Institution	08/19/	5,500.00
						Accounts Payable Invoices Listed for August		14,250.00
						Total Accounts Payable Invoices Listed		24,150.00

Figure: AP-167   Accounts Payable Journal – Summary Report, sorted by Invoice Date, showing Reversing Entries, Invoice Notes, GL Extended Descriptions, and User Id, for Accounts Payable–Trade GL account.

Accounts Payable Journal — Detail Report

Best Construction Company

Accounts Payable Journal
Detail Report - Account 2110, Accounts Payable-Trade

Page 1

Date	Invoice # GL Account	Due Date	Disc Date	PO#	Vendor Id Received	Vendor Name Description	Session	Reference Amount
02/03/	55560 5015	03/04/	/ /		0101	Central Coast Building Supply 0.00 Central Coast Building Supply	02/03/	3,000.00
						Invoice Total		3,000.00
02/03/	55500 5015	03/04/	/ /		0101	Central Coast Building Supply 0.00 Central Coast Building Supply	02/03/	6,000.00
						Invoice Total		6,000.00
						Accounts Payable Invoices Listed for February		9,000.00
04/24/	3244556 5020	05/24/	/ /		0201	BK Contracting 0.00 BK Contracting	04/24/.	500.00
						Invoice Total		500.00
04/24/	2121 5020	05/24/	/ /		0201	BK Contracting 0.00 BK Contracting	04/24/	400.00
						Invoice Total		400.00
						Accounts Payable Invoices Listed for April		900.00
08/17/	542778 5015	09/16/	/ /		0101	Central Coast Building Supply 0.00 Central Coast Building Supply	08/17/	2,500.00
						Invoice Total		2,500.00
08/17/	89644 5020	09/16/	/ /		0201	BK Contracting 0.00 BK Contracting	08/17/	2,500.00
						Invoice Total		2,500.00
08/18/	12994034 2950	09/17/	/ /		2000	Credit Card Bank Institution 0.00 CC Trans# 34211	08/18/	3,750.00
						Invoice Total		3,750.00
08/19/	12994035 2950	09/18/	/ /		2000	Credit Card Bank Institution 0.00 CC Trans# 540066	08/19/	5,500.00
						Invoice Total		5,500.00
						Accounts Payable Invoices Listed for August		14,250.00
						Total Accounts Payable Invoices Listed		24,150.00

Figure: AP-168   Accounts Payable Journal – Detail Report, for Accounts Payable–Trade GL Account, showing Reversing Entries, Invoices Notes, GL Extended Descriptions, and User Id, sorted by Invoice Date.

Accounts Receivable Journal — Extended Report

Figure: AP-169
Entries, Invoice Notes, GL Extended Descriptions, and User Id.

Invoices List
This report creates a listing of all accounts payable invoices. This option provides the flexibility to generate specific invoice reports based on a variety of criteria including vendor, invoice date, corresponding purchase order and due date.

Access to Invoices List
Module Menu with Reports Group
AP | Reports | Invoices List

Module Menu with Reports List
AP | Invoices List

Standard Menu
Reports | Accounts Payable | Invoices List

Report Types
Detail
The Invoice List Detail Report displays the invoice date, invoice number, vendor ID and name, purchase order number, 1099 type, accounts payable account, Account Status, invoice amount and total.

Extended
The Invoice List Detail Report also shows any reversing information.

Order By	Options	Fields
• Invoice Number	• Show Report Criteria	• Invoice Number
• Invoice Date	• Reversing Entries	• Invoice Date
• Vender Id	• Open Invoices	• Vender Id
• AP Account	• Paid Invoices	• AP Account
• Invoice Amount	• On Hold for Payment Invoices	• Invoice Amount
• Due Date	• Finance Charge Invoices	• Due Date
• Purchase Order	• Subtotals	• Purchase Order
• Session Date	• Case Sensitive	• Session Date

Drill-Down+® Destinations

Figure: AP-170
Right-click a Vendor Id hyperlink to display a selection of reports and other available functions.

Vendor Detail Report
Vendor Extended Report
Vendor Contact Report
Vendor UDF Report
Edit Vendor File
Document Link
Properties
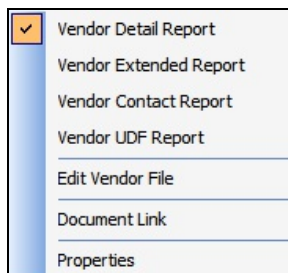
Figure: AP-171
Right-click an invoices number hyperlink to display options.

Edit Vendor Invoice
Document Link
Properties
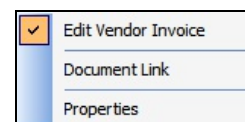
Figure: AP-172
Right-click a PO# hyperlink to display a selection of reports and other available functions.

Purchase Order Detail Report
Purchase Order Extended Report
Edit Purchase Order
Document Link
Properties

AP Invoice List – Detail Report

Date	Invoice #	Vendor Id	Vendor Name	PO#	1099 Type	AP Account	Status	Amount
Invoice Number 101536								
01/06/	101536	0101	Central Coast Building Supply	1000		2110	Open	39,000.00
							Subtotal	39,000.00
Invoice Number 101694								
01/23/	101694	0101	Central Coast Building Supply	1001		2110	Paid	29,000.00
							Subtotal	29,000.00
Invoice Number 121333								
06/30/	121333	0201	BK Contracting		1099-MISC	2110	Paid	10.00
							Subtotal	10.00
Invoice Number 123								
02/28/	123	0201	BK Contracting		1099-MISC	2110	Open	10,000.00
							Subtotal	10,000.00
Invoice Number 12994031								
03/10/	12994031	2000	Credit Card Bank Institution			2110	Open	150.00
							Subtotal	150.00
Invoice Number 12994032								
06/30/	12994032	2000	Credit Card Bank Institution			2110	Open	10.00
							Subtotal	10.00
Invoice Number 12994033								
06/30/	12994033	2000	Credit Card Bank Institution			2110	Open	10.00
							Subtotal	10.00
Invoice Number 12994034								
*** invoice number 12994034 (below) has been reversed ***								
08/18/	12994034	2000	Credit Card Bank Institution			2110	Reverse	0.00
08/18/	12994034	2000	Credit Card Bank Institution			2110	Open	3,750.00
							Subtotal	3,750.00
Invoice Number 12994035								
*** invoice number 12994035 (below) has been reversed ***								
08/19/	12994035	2000	Credit Card Bank Institution			2110	Reverse	0.00
08/19/	12994035	2000	Credit Card Bank Institution			2110	Open	5,500.00
							Subtotal	5,500.00
Invoice Number 1672								
01/27/	1672	0301	Dry Gulch Concrete		1099-MISC	2110	Open	4,210.00
							Subtotal	4,210.00
Invoice Number 2121								
04/24/	2121	0201	BK Contracting		1099-MISC	2110	Paid	400.00
							Subtotal	400.00
Invoice Number 3210-A								
02/03/	3210-A	0202	Nagel Foundations		1099-MISC	2110	Paid	785.00
							Subtotal	785.00
Invoice Number 3244556								
04/24/	3244556	0201	BK Contracting		1099-MISC	2110	Paid	500.00
							Subtotal	500.00
Invoice Number 542778								
08/17	542778	0101	Central Coast Building Supply			2110	Paid	2,500.00

Best Construction Company

AP Invoice List
Detail Report   Page 1

Figure: AP-173   AP Invoice List – Detail Report showing Reversing Entries, Open Invoices, Paid Invoices, On Hold for Payment Invoices, and Subtotals.

AP Invoice List – Extended Report

Best Construction Company

AP Invoice List
Extended Report   Page 1

Date	Invoice #	Vendor Id	Vendor Name	PO#	1099 Type	AP Account	Status	User	Rev Date	Amount
Invoice Number 101536										
01/06/	101536	0101	Central Coast Building Supply	1000		2110	Open	ADMIN		39,000.00
									Subtotal	39,000.00
Invoice Number 101694										
01/23/ ...	101694	0101	Central Coast Building Supply	1001		2110	Paid	ADMIN		29,000.00
									Subtotal	29,000.00
Invoice Number 121333										
06/30/	121333	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		10.00
									Subtotal	10.00
Invoice Number 123										
02/28/	123	0201	BK Contracting		1099-MISC	2110	Open	ADMIN		10,000.00
									Subtotal	10,000.00
Invoice Number 12994031										
03/10/	12994031	2000	Credit Card Bank Institution			2110	Open	ADMIN		150.00
									Subtotal	150.00
Invoice Number 12994032										
06/30/	12994032	2000	Credit Card Bank Institution			2110	Open	ADMIN		10.00
									Subtotal	10.00
Invoice Number 12994033										
06/30/	12994033	2000	Credit Card Bank Institution			2110	Open	ADMIN		10.00
									Subtotal	10.00
Invoice Number 12994034										
*** invoice number 12994034 (below) has been reversed ***										
08/18/	12994034	2000	Credit Card Bank Institution			2110	Reverse	ADMIN	08/18/2020	0.00
08/18/ .	12994034	2000	Credit Card Bank Institution			2110	Open	ADMIN		3,750.00
									Subtotal	3,750.00
Invoice Number 12994035										
*** invoice number 12994035 (below) has been reversed ***										
08/19/	12994035	2000	Credit Card Bank Institution			2110	Reverse	ADMIN	08/19/2020	0.00
08/19/ .	12994035	2000	Credit Card Bank Institution			2110	Open	ADMIN		5,500.00
									Subtotal	5,500.00
Invoice Number 12994036										
08/21/	12994036	2000	Credit Card Bank Institution			2110	Open	ADMIN		6,000.00
									Subtotal	6,000.00
Invoice Number 12994037										
08/21/	12994037	2000	Credit Card Bank Institution			2110	Open	ADMIN		1,610.67
									Subtotal	1,610.67
Invoice Number 1672										
01/27/	1672	0301	Dry Gulch Concrete		1099-MISC	2110	Open	ADMIN		4,210.00
									Subtotal	4,210.00
Invoice Number 2121										
04/24/	2121	0201	BK Contracting		1099-MISC	2110	Paid	ADMIN		400.00
									Subtotal	400.00
Invoice Number 3210-A										
02/03/	3210-A	0202	Nagel Foundations		1099-MISC	2110	Paid	ADMIN		785.00
									Subtotal	785.00
Invoice Number 3244556										

Figure: AP-174   AP Invoice List – Extended Report, showing Reversing Entries, Open Invoices, Paid Invoices, On Hold for Payment Invoices, and subtotals.

Credit Card Payments Journal

The Credit Card Payments Journal is a listing of payments made by credit cards by date for a particular account. This can be compared with the actual records to verify that they have been entered correctly.

Access to Credit Cards Payments Journal
Module Menu with Reports Group
AP | Reports | Credit Cards Payments Journal

Module Menu with Reports List
AP | Credit Cards Payments Journal

Standard Menu
Reports | Accounts Payable | Credit Cards Payments Journal

Report Types
Summary
The Credit Cards Payments Journal Summary Report displays the account number and name, transaction date and number, vendor name, transaction type, credit card code, internal invoice number, session date, and amount.

Detail
The Credit Cards Payment Journal Detail Report also displays line item detail including GL account number, vendor name, and User Id.

Extended
The Credit Cards Payment Journal Extended Report also shows the report code, job number, cost code, change order number, and cost type.

Order By
• Transaction Date
• Session Date

Options
• Show Report Criteria
• Reversing Entries
• Show Payment Notes
• Show GL Extended Description
• Show User Id
• Show Case Sensitive

Fields
• Transaction Date
• Transaction Number
• Internal Invoice Number
• Session Date

General Ledger Account
Enter the General Ledger account to be displayed in this report.

Drill-Down+® Destinations

Figure: AP-175
Right-click a transaction number hyperlink to display options.

Figure: AP-177
Right-click an internal invoice number to display a selection of reports and other available functions.
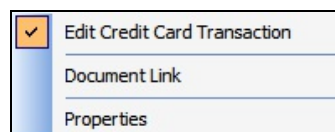
Figure: AP-176
Right-click a credit card code to display a selection of reports and other available functions.

Credit Card Payments Journal — Summary Report

Figure: AP-178   Credit Card Payments – Summary Report showing Payments Notes, GL Extended Description.

Credit Card Payments Journal — Detail Report

Figure: AP-179   Credit Card Payments – Detail Report showing Payment Notes, GL Extended Description, and User Id.

Credit Card Payments Journal — Extended Report

Credit Card Payments Journal
Extended Report - Account 2950, Credit Card

Best Construction Company

Page 1

Date	Trans# / GL Account	Vendor / Account Name	Trans. Type / Description	Card Code	Internal Invoice#	Session / Invoice#	User Id	Amount Code	Job	Cost Code	C/O#	Type
08/18/	34211	Higuerra Glass / Expedited delivery	Vendor	MC	12994034	08/18/	ADMIN					
	5015	Cost of Contracts-Material	3.5 Ft Windows					1,000.00	1200	08650		M
	5015	Cost of Contracts-Material	4 Ft Windows					1,250.00	1200	08650		M
	5015	Cost of Contracts-Material	6 Ft Windows					1,500.00	1200	08650		M
						Transaction Total		3,750.00				
08/21/	445688	BK Contracting	Payable	MC	12994037	08/21/	ADMIN					
	2110	Accounts Payable-Trade	CC Trans# 445688			ASD1126		555.47				
	2110	Accounts Payable-Trade	CC Trans# 445688			ASD1125		1,055.20				
						Transaction Total		1,610.67				
08/21/	44587	Central Coast Building Supply	Payable	MC	12994036	08/21/	ADMIN					
	2110	Accounts Payable-Trade	CC Trans# 44587			55500		6,000.00				
						Transaction Total		6,000.00				
08/19/	540066	Central Coast Building Supply / Expedited delivery upon request	Payable	MC	12994035	08/19/	ADMIN					
	2110	Accounts Payable-Trade	CC Trans# 540066			542778		2,500.00				
	2110	Accounts Payable-Trade	CC Trans# 540066			55560		3,000.00				
						Transaction Total		5,500.00				
					Credit Card Payments Listed for August			16,860.67				
					Total Credit Card Payments Listed			16,860.67				

Figure: AP-180

Credit Card Payments Journal – Extended Report showing Payment Notes, GL Extended Description, and User Id.

Credit Card Payments List

The Credit Card Payments List shows payments made by credit cards from multiple accounts. This is a flexible report that allows definition of the information needed.

Access to Credit Cards Payments List
Module Menu with Reports Group

AP | Reports | Credit Cards Payments List

Module Menu with Reports List

AP | Credit Cards Payments List

Standard Menu

Reports | Accounts Payable | Credit Cards Payments List

Report Types
Detail

The Credit Cards Payment Journal Detail Report displays the transaction date, transaction number, vendor, amount, account number, transaction type, reference number, and card code.

Extended

The Credit Cards Payment List Extended Report also shows whether the transaction is in a 1099, the session date, user Id, and the revision date.

Order By	**Options**	**Fields**
• Transaction Number	• Show Report Criteria	• Transaction Number
• Transaction Date	• Reversing Entries	• Transaction Date
• Vendor Id	• Payable Transactions	• Vendor Id
• Amount	• Vendor Transactions	• Amount
• Session Date	• Subtotals	• Session Date
	• Case Sensitive	

Drill-Down+® Destinations

Figure: AP-181
Right-click a transaction
number hyperlink to
display options.

Edit Credit Card Transaction
Document Link
Properties

Figure: AP-182
Right-click a credit card
code to display a selection
of reports and other
available functions.

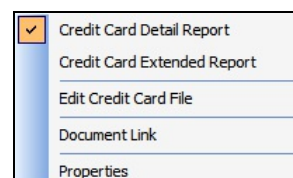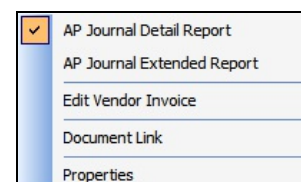| Credit Card Detail Report |
| --- |
| Credit Card Extended Report |
| Edit Credit Card File |
| Document Link |
| Properties |
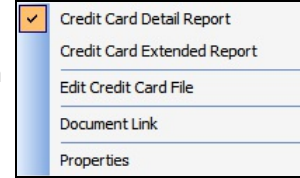
Credit Card Payments List — Detail Report

Best Construction Company

Credit Card Payments List
Detail Report   Page 1

Date	Trans#	Vendor	Amount	Acct	Session	Type	Reference	Card Code
Transaction Number 1014								
06/30/	1014	BK Contracting	10.00	2950	06/30/	Payable		MC
		Subtotal	10.00					
Transaction Number 445688								
08/21/	445688	BK Contracting	1,610.67	2950	08/21/	Payable		MC
		Subtotal	1,610.67					
Transaction Number 44587								
08/21/	44587	Central Coast Building Supply	6,000.00	2950	08/21/	Payable		MC
		Subtotal	6,000.00					
Transaction Number 540066								
08/19/	540066	Central Coast Building Supply	5,500.00	2950	08/19/	Payable		MC
		Subtotal	5,500.00					
		Total of Checks Listed	13,120.67					

Figure: AP-183   Credit Card Payments Detail Report. Order By Transaction Number.

Credit Card Payments List — Extended Report

Best Construction Company

Page 1

Credit Card Payments List
Extended Report

Date	Trans#	Vendor		Amount Acct	Type	Reference	Card Code	1099	Session	User	Rev Date
Transaction Number 1014											
06/30/	1014	BK Contracting		10.00 2950	Payable		MC	no	06/30/2017	ADMIN	06/30/
			Subtotal	10.00							
Transaction Number 445688											
08/21/	445688	BK Contracting		1,610.67 2950	Payable		MC	no	08/21/2020	ADMIN	08/21/
			Subtotal	1,610.67							
Transaction Number 44587											
08/21/	44587	Central Coast Building Supply		6,000.00 2950	Payable		MC	no	08/21/2020	ADMIN	08/21/
			Subtotal	6,000.00							
Transaction Number 540066											
08/19/	540066	Central Coast Building Supply		5,500.00 2950	Payable		MC	no	08/19/2020	ADMIN	08/19/
			Subtotal	5,500.00							
			Total of Checks Listed	13,120.67							

Figure: AP-184

Credit Card Payments List – Extended Report showing Payable Transactions, Vendor Transactions, and Subtotals.

Recurring Payables – Invoices

This report is a listing of the recurring payable invoice records on file. The report can be used for posting and grouping recurring invoices.

Access to Recurring Payable Invoices
Module Menu with Reports Group

AP | Reports | Recurring Payables | Invoices

Module Menu with Reports List

AP | Recurring Payables | Invoices

Standard Menu

Reports | Accounts Payables | Recurring Payables | Invoices

Report Types
Summary

The Recurring Accounts Payable Invoices – Summary Report shows the recurring invoices number, vendor ID and name, and amount.

Detail

The Recurring Accounts Payable – Detail Report also displays line item detail for each recurring invoice including GL posting account number, inventory item, description, quantity, unit price, and line item extended amount.

Extended

The Recurring Accounts Payable – Extended Report also displays line item detail for each recurring invoice including report code, job number, cost code, change order number, and type.

Order By	**Options**	**Fields**
• AP Account	• Show Report Criteria	• AP Account
• Recurring Number	• Show Invoice Notes	• Recurring Number
• Vendor Id	• Show Extended Description	• Vendor Id
• Invoice Amount		• Invoice Amount

Recurring Accounts Payable — Summary Report

Figure: AP-185   Recurring Accounts Payable Invoices – Summary Report.

Recurring Accounts Payable — Detail Report

Figure: AP-186   Recurring Accounts Payable Invoices – Detail Report.

Recurring Accounts Payable — Extended Report

Figure: AP-187

Recurring Accounts Payable invoices – Extended Report.

Recurring Payables – Groups

This report provides a listing of and information about recurring payables groups. This report can be used for preparing to post recurring entries.

Access to Recurring Payables – Groups
Module Menu with Reports Group
AP | Reports | Recurring Payables | Groups

Module Menu with Reports List
AP | Recurring Payables | Groups

Standard Menu
Reports | Accounts Payable | Recurring Payables | Groups

Report Types
Summary
The Recurring AP Groups – Summary Report shows the group number, description and date last posted.

Detail
The Recurring AP Groups – Detail Report also displays the vendor ID and name, recurring number and amount of each recurring billing record contained in each group.

Order By
- Group
- Description
- Last Post Date

Options
- Show Report Criteria
- Case Sensitive

Fields
- Group
- Description
- Last Post Date

Drill-Down+® Destinations

Figure: AP-188
Right-click to display other available functions.

Recurring AP Groups — Summary Report
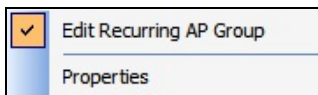
Figure: AP-189   Recurring AP Groups – Summary Report.

Recurring AP Groups — Detail Report

Figure: AP-190   Recurring AP Groups – Detail Report.

Vendor Ledger

The Vendor Ledger summarizes the vendor's history by transaction and serves as the supporting sub-ledger for the General Ledger report. The total dollar amount in the general ledger should equal the total dollar amount for all venders for the same date range.

Access to Vendor Ledger
Module Menu with Reports Group
AP | Reports | Vendor Ledger

Module Menu with Reports List
AP | Vendor Ledger

Standard Menu
Reports | Accounts Payable | Vendor Ledger

Report Types
Summary

The Vendor Ledger Summary Report displays vendor ID and name, as well as invoice information including invoice date, discount date, due date, invoice number, purchase order number, invoice amount, amount paid, discount taken amount, net amount due, purchase order status, and totals.

Detail

The Customer Ledger Detail Report also lists payments made on each invoice including check date, check number and description.

Order By	**Options**	**Fields**
• Vendor Id	• Show Report Criteria	• Vendor Id
	• Active	• Vendor Type
	• Inactive	• Invoice Date
	• Include Vendors with no Activity	• Invoice Number
	• Report Criteria	
	• Case Sensitive	

Drill-Down+® Destinations

Figure: AP-191
Right-click on a Invoice # hyperlink to access repots and other features.
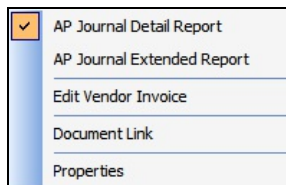
Figure: AP-193
Right-click PO # hyperlink to access reports and other features.

Figure: AP-192
Right-click on a Check # hyperlink to access reports and other features.

Figure: AP-194
Right-click a Job hyperlink to access reports and other features.

Vendor Ledger – Summary Report

Figure: AP-195   Vendor Ledger – Summary Report showing Reversing Entries.

Vendor Ledger – Detail Report
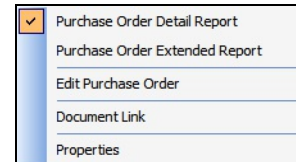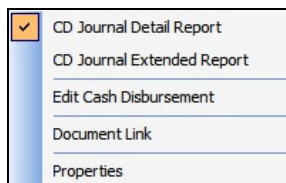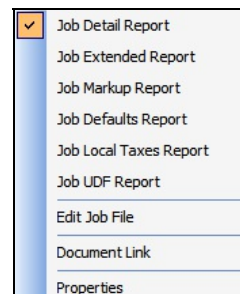

Figure: AP-196   Vendor Ledger – Detail Report showing Reversing Entries.

Vendor Ledger – Extended Report

		Best Construction Company

Vendor Ledger
Extended Report - Vendor 0201, BK Contracting   Page 1

Date	Disc Date GL Acct	Due Date Account Name Check Date Check #	Invoice# 	PO# Description	Amount Job	Amt Paid Cost Code	Disc Taken 	Net Due Status C/O# Type
08/11/	/ /	09/10/	ASD1125	101310	1,055.20	1,055.20	0.00	0.00 Paid
	5030	Cost of Contracts-Other			123.50 1000	02000		O
	5030	Cost of Contracts-Other			931.70 1010	02800		O
	CC Payment	08/21/	445688	Pay Invoice ASD1125		1,055.20	0.00	
*** Invoice number ASD1126 (Below) has been reversed ***								
08/11/	/ /	08/11/	ASD1126	101310	617.22	0.00	0.00	617.22 Reversed
*** Reversing Entry ***			ASD1126	101310	-617.22			-617.22
	5030	Cost of Contracts-Other			185.25 1000	02000		O
	5030	Cost of Contracts-Other			431.97 1010	02800		O
08/11/	/ /	08/11/	ASD1126	101310	555.47	555.47	0.00	0.00 Paid
	5030	Cost of Contracts-Other			123.50 1000	02000		O
	5030	Cost of Contracts-Other			431.97 1010	02800		O
	CC Payment	08/21/	445688	Pay Invoice ASD1126		555.47	0.00	
04/24/	/ /	05/24/	2121		400.00	400.00	0.00	0.00 Paid
	5020	Cost of Contracts-Subcontractor			400.00 1020	02000		S
	CD Payment	08/18/	7632	Pay Invoice 2121		400.00	0.00	
04/24/	/ /	05/24/	3244556		500.00	500.00	0.00	0.00 Paid
	5020	Cost of Contracts-Subcontractor			500.00 1020	02000		S
	CD Payment	04/24/	2133	Pay Invoice 3244556		500.00	0.00	
08/17/	/ /	09/16/	89644		2,500.00	2,500.00	0.00	0.00 Paid
	5020	Cost of Contracts-Subcontractor			2,500.00 1030	01000		S
	CD Payment	08/18/	7632	Pay Invoice 89644		2,500.00	0.00	
		Total Accounts Payable Listed			5,010.67	5,010.67	0.00	0.00

Figure: AP-197   Vendor Ledger – Extended Report showing Reversing Entries.

Vendor Transactions

The Vendor Transactions lists all the vendor's transactions and serves as the supporting sub-ledger for the General Ledger report. The total dollar amount in the general ledger should equal the total dollar amount for all venders for the same date range.

Access to Vendor Transactions
Module Menu with Reports Group
AP | Reports | Vendor Transactions

Module Menu with Reports List
AP | Vendor Transactions

Standard Menu
Reports | Accounts Payable | Vendor Transactions

Report Types
Detail
The Vendor Transaction Detail Report displays vendor ID and name, as well as invoice information including date, transaction type, transaction number, transaction amount, invoice amount, invoice payment, discout taken, net due and totals.

Order By
- Transaction Date
- Transaction Number
- Transaction Number RJ

Options
- Show Payments Detail
- Show Report Criteria
- Case Sensitive

Fields
- Vendor Id
- Vendor Name
- Transaction Date
- Transaction Number
- Transaction Amount
- Transaction Type

Vendor Transactions - Detail Report

Best Construction Company

Vendor Transactions
Detail Report - Vendor 0101, Central Coast Building Supply   Page 1

Date	Transaction Type	Transaction Number	Transaction Amount	Invoice Amount	Invoice Payment	Disc Taken	Net Due
01/08/	Pay Payable Invoice by Check	10500	15,000.00				
01/24/	Pay Payable Invoice by Check	10502	51,050.00				
08/21/	Pay Payable Invoice by Credit Card	44587	6,000.00				
08/17/	Payment by Check	50440	1,200.00				
02/03/	Vendor Invoice	55500		6,000.00	6,000.00	0.00	0.00
02/03/	Vendor Invoice	55560		3,000.00	3,000.00	0.00	0.00
01/06/	Vendor Invoice	101536		39,000.00	37,050.00	0.00	1,950.00
01/23/	Vendor Invoice	101694		29,000.00	29,000.00	0.00	0.00
08/19/	Pay Payable Invoice by Credit Card	540066	5,500.00				
08/17/	Vendor Invoice	542778		2,500.00	2,500.00	0.00	0.00
	Transaction Totals		**78,750.00**	**79,500.00**	**77,550.00**	**0.00**	**1,950.00**

Figure: AP-196.1   Vendor Transactions – Detail Report.

Vendor Aging

The Vendor Aging report is a valuable tool for managing payments to vendors. It lists the vendor transactions by aging categories, allowing quick determination of the accounts that are due for payment. BIS® breaks down the amount owed to vendors into the following categories: current (on or before the due date), up to 30 days past due, 31-60 days past due, 61-90 days past due, and over 90 days past due. By selecting a past aging date, a retroactive aging can be created.

Access to Vendor Aging Report
Module Menu with Reports Group
AP | Reports | Vendor Aging

Module Menu with Reports List
AR | Vendor Aging

Standard Menu
Reports | Accounts Payable | Vendor Aging

Report Types
Summary
The Vendor Aging Summary Report displays account number, aging date, vendor ID and name, vendor telephone, total amount owed, total current amount, amount 1-30 days past due, 31-60 days past due, 61-90 days past due, over 90 days past due and list totals.

Detail
The Vendor Aging Detail Report also lists open invoices including the invoice number and date, due date, days past due, amount due, and retention.

Alternate
The Vendor Aging Alternate Report moves the retention to its own column.

Extended
The Vendor Aging Extended Report also lists the reference and discount date.

Order By
- Vendor Id & Invoice Number
- Vendor Id & Invoice Date
- Due Date & Vendor Id

Options
- Show Invoice Notes
- Show Report Criteria
- Show Retention
- Case Sensitive

Fields
- AP Account
- Vendor Id
- Aging Date
- Invoice Number
- Invoice Date

Drill-Down+® Destinations

Figure: AP-198
Right-click Vendor Id hyperlink to access reports and other features.
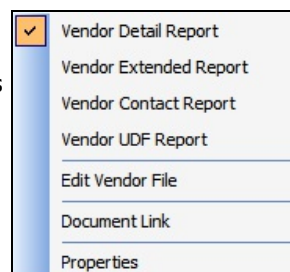
Figure: AP-199
Right-click on a Invoice # hyperlink to access repots and other features.
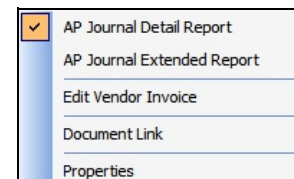
💡 **Tip**   The two Date fields offer four date additional date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Vendor Aging – Summary Report

Best Construction Company

Accounts Payable Aging

Summary Report - All AP Accounts, Aging Date: 08/21/YYYY   Page 1

Vendor Id	Vendor Name	Total	Telephone Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101	Central Coast Building Supply		(805)543-7000				
	Total Owed	1,950.00	0.00	0.00	0.00	0.00	1,950.00
0201	BK Contracting		(805)543-7000				
	Total Owed	23,569.50	0.00	0.00	0.00	0.00	23,569.50
0301	Dry Gulch Concrete		(805)543-7000				
	Total Owed	4,210.00	0.00	0.00	0.00	0.00	4,210.00
2000	Credit Card Bank Institution						
	Total Owed	17,030.67	16,860.67	0.00	0.00	0.00	170.00
	Total Listed	46,760.17	16,860.67	0.00	0.00	0.00	29,899.50

——————————————— Report Criteria ———————————————

Company: Best Construction Company
Fiscal Year: Selected Period 01/01/   to 12/31/
Report: Accounts Payable Aging
Type: Summary
Created by: Administrator
Date: Friday, 08/21/   03:24 PM
Order by: Vendor Id + Invoice Number (Ascending)
Options: Show Report Criteria (Yes)
Show Invoice Notes (No)
Show Retention (No)
Separation Line (No)
Case Sensitive (No)
Conditions: AP Account (All)
Vendor Id (All)
Vendor Name (All)
Aging Date = 08/21/
Invoice Number (All)
Invoice Date (All)

Figure: AP-200   Accounts Payable Aging – Summary Report showing the Report Criteria.

Vendor Aging – Detail Report

Best Construction Company

Accounts Payable Aging

Detail Report - All AP Accounts, Aging Date: 08/21/ YYYY   Page 1

Vendor Id Invoice #	InvDate	Due Date	Days	Telephone Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101		Central Coast Building Supply		(805)543-7000				
101536	01/06/	02/06/	1292					1,950.00
		Total Owed	1,950.00	0.00	0.00	0.00	0.00	1,950.00
0201		BK Contracting		(805)543-7000				
123	02/28/	03/30/	1240					9,990.00
890	01/07/	02/06/	1292					500.00
895	01/14/	02/13/	1285					79.50
906	01/27/	02/27/	1271					10,000.00
919	01/31/	03/02/	1268					3,000.00
		Total Owed	23,569.50	0.00	0.00	0.00	0.00	23,569.50
0301		Dry Gulch Concrete		(805)543-7000				
1672	01/27/	01/27/	1302					4,210.00
		Total Owed	4,210.00	0.00	0.00	0.00	0.00	4,210.00
2000		Credit Card Bank Institution						
12994031	03/10/.	04/09/	1230					150.00
12994032	06/30/.	07/30/	1118					10.00
12994033	06/30/	07/30/	1118					10.00
12994034	08/18/	09/17/		3,750.00				
12994035	08/19/	09/18/		5,500.00				
12994036	08/21/	09/20/		6,000.00				
12994037	08/21/	09/20/		1,610.67				
		Total Owed	17,030.67	16,860.67	0.00	0.00	0.00	170.00
		Total Listed	46,760.17	16,860.67	0.00	0.00	0.00	29,899.50

Figure: AP-201   Accounts Payable Aging – Detail Report.

Vendor Aging – Alternate Report

Vendor Id	Vendor Name		Telephone							
Invoice #	Inv Date	Due Date	Days	Current	1-30 Past	31-60 Past	61-90 Past	Over 90	Retention	Net Due
0101	Central Coast Building Supply		(805)543-7000							
101536	01/06/	02/06/	1292					1,950.00	1,950.00	0.00
		Total Owed		0.00	0.00	0.00	0.00	1,950.00	1,950.00	0.00
0201	BK Contracting		(805)543-7000							
123	02/28/	03/30/	1240					9,990.00	0.00	9,990.00
890	01/07/	02/06/	1292					500.00	500.00	0.00
895	01/14/	02/13/	1285					79.50	79.50	0.00
906	01/27/	02/27/	1271					10,000.00	0.00	10,000.00
919	01/31/	03/02/	1268					3,000.00	0.00	3,000.00
		Total Owed		0.00	0.00	0.00	0.00	23,569.50	579.50	22,990.00
0301	Dry Gulch Concrete		(805)543-7000							
1672	01/27/	01/27/	.	1302				4,210.00	421.00	3,789.00
		Total Owed		0.00	0.00	0.00	0.00	4,210.00	421.00	3,789.00
2000	Credit Card Bank Institution									
12994031	03/10/	04/09/	1230					150.00	0.00	150.00
12994032	06/30/	07/30/	1118					10.00	0.00	10.00
12994033	06/30/	07/30/	1118					10.00	0.00	10.00
12994034	08/18/	09/17/		3,750.00					0.00	3,750.00
12994035	08/19/	09/18/		5,500.00					0.00	5,500.00
12994036	08/21/	09/20/		6,000.00					0.00	6,000.00
12994037	08/21/	09/20/		1,610.67					0.00	1,610.67
		Total Owed		16,860.67	0.00	0.00	0.00	170.00	0.00	17,030.67
		Total Listed		16,860.67	0.00	0.00	0.00	29,899.50	2,950.50	43,809.67

Figure: AP-202   Accounts Payable Aging – Alternate Report that shows retention in its own column.

Vendor Aging – Extended Report

Best Construction Company

Accounts Payable Aging
Extended Report - All AP Accounts, Aging Date: 08/21/ YYYY   Page 1

Vendor Id Invoice #	Vendor Name Reference	Inv Date	Disc Date	Telephone Due Date	Days	Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101	Central Coast Building Supply			(805)543-7000						
101536		01/06/	/ /	02/06/	1292					0.00
				Retention						1,950.00
			Total Retention		1,950.00	0.00	0.00	0.00	0.00	1,950.00
			Total Owed		1,950.00	0.00	0.00	0.00	0.00	1,950.00
0201	BK Contracting			(805)543-7000						
123		02/28/	/ /	03/30/	1240					9,990.00
890		01/07/	/ /	02/06/	1292					0.00
				Retention						500.00
895		01/14/	/ /	02/13/	1285					0.00
				Retention						79.50
906		01/27/	/ /	02/27/	1271					10,000.00
919		01/31/	/ /	03/02/	1268					3,000.00
			Total Retention		579.50	0.00	0.00	0.00	0.00	579.50
			Total Owed		23,569.50	0.00	0.00	0.00	0.00	23,569.50
0301	Dry Gulch Concrete			(805)543-7000						
1672		01/27/	/ /	01/27/	1302					3,789.00
				Retention						421.00
			Total Retention		421.00	0.00	0.00	0.00	0.00	421.00
			Total Owed		4,210.00	0.00	0.00	0.00	0.00	4,210.00
2000	Credit Card Bank Institution									
12994031		03/10/	03/10/	04/09/	1230					150.00
12994032		06/30/	/ /	07/30/	1118					10.00
12994033		06/30/	/ /	07/30/	1118					10.00
12994034		08/18/	/ /	09/17/		3,750.00				
12994035		08/19/	/ /	09/18/		5,500.00				
12994036		08/21/	/ /	09/20/		6,000.00				
12994037		08/21/	/ /	09/20/		1,610.67				
			Total Retention		0.00	0.00	0.00	0.00	0.00	0.00
			Total Owed		17,030.67	16,860.67	0.00	0.00	0.00	170.00
			Total Retention Listed		2,950.50	0.00	0.00	0.00	0.00	2,950.50
			Total Listed		46,760.17	16,860.67	0.00	0.00	0.00	29,899.50

Figure: AP-203   Accounts Payable Aging – Extended Report.

Job Aging

The Job Aging report is a valuable tool for job management. It lists the vendor job transactions by aging categories, allowing quick determination of the job vendors' payments that are delinquent. BIS® breaks down the amount owed to vendors into the following categories: current (on or before the due date), up to 30 days past due, 31-60 days past due, 61-90 days past due, and more than 90 days past due. By selecting a past aging date, a retroactive aging may be created.

Access to Job Aging
Module Menu with Reports Group
AP | Reports | Job Aging

Module Menu with Reports List
AP | Job Aging

Standard Menu
Reports | Accounts Payable | Job Aging

Report Types
Summary
The Job Aging Summary Report displays aging date, vendor ID and name, vendor telephone, Job number and name, total amount due, total current amount, amount 1-30 days past due, 31-60 days past due, 61-90 days past due, more than 90 days past due, and list totals.

Detail
The Job Aging Detail Report also includes the invoice number, cost code, cost type, due date, days past due and amount due.

Extended
The Job Aging Extended Report also includes the invoice date.

Order By	**Options**	**Fields**
• Vendor Id	• Show Report Criteria	• AP Account
	• Case Sensitive	• Job Number
		• Vendor Id
		• Aging Date
		• Invoice Number
		• Invoice Date

Drill-Down+® Destinations

Figure: AP-204
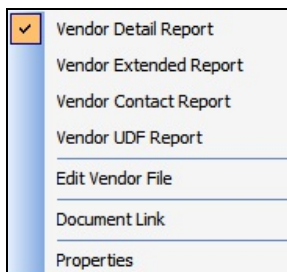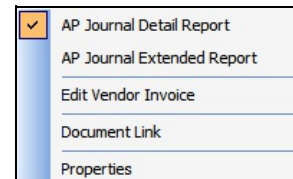Right-click Vendor Id hyperlink to access reports and other features.

✓	Vendor Detail Report
	Vendor Extended Report
	Vendor Contact Report
	Vendor UDF Report
	Edit Vendor File
	Document Link
	Properties

Figure: AP-205
Right-click on a Invoice # hyperlink to access repots and other features.

✓	AP Journal Detail Report
	AP Journal Extended Report
	Edit Vendor Invoice
	Document Link
	Properties

ⓘ **Tip**

The two Date fields offer four date additional date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Accounts Payable Job Aging – Summary Report

Figure: AP-206   Job Aging – Summary Report first page.

Accounts Receivable Job Aging – Detail Report

Figure: AP-207   Job Aging – Detail Report first page.

Accounts Receivable Job Aging – Extended Report

											Best Construction Company

Job Aging

Extended Report - All AP Accounts, Aging Date: 08/24/.YYYY, Job 1000, Pacific View Apartments   Page 1

Vendor Id Invoice #	Vendor Name Cost Code	Type	Invoice Date	Due Date	Telephone Days	Current	1-30 Past	31-60 Past	61-90 Past	Over 90
0101	Central Coast Building Supply				(805)543-7000					
101536	02000	M	01/06/.	02/06/	1,295					1,950.00
	Vendor Totals				1,950.00	0.00	0.00	0.00	0.00	1,950.00
0201	BK Contracting				(805)543-7000					
123	02000	S	02/28/	03/30/	1,243					9,990.00
890	02000	S	01/07/	02/06/	1,295					500.00
895	02000	S	01/14/	02/13/	1,288					79.50
	Vendor Totals				10,569.50	0.00	0.00	0.00	0.00	10,569.50
0301	Dry Gulch Concrete				(805)543-7000					
1672	03000	S	01/27/	01/27/	1,305					4,210.00
	Vendor Totals				4,210.00	0.00	0.00	0.00	0.00	4,210.00
	Job Totals				16,729.50	0.00	0.00	0.00	0.00	16,729.50

Figure: AP-208   Job Aging – Extended Report first page.

Prepayment List

The Prepayment List can be used to verify the invoices and payment amounts scheduled for payment using the Select for Payment option prior to running the checks.

Access to Prepayment List
Module Menu with Reports Group

AP | Reports | Prepayment List

Module Menu with Reports List

AP | Prepayment List

Standard Menu

Reports | Accounts Payable | Prepayment List

Report Types
Summary

The Prepayment List Summary Report displays the check date, vendor ID and name, amount due, discount amount, net due, amount scheduled to pay, and list totals.

Detail

The Prepayment List Detail Report also lists open invoices including the invoice number, invoice date, due date, invoice amount, amount previously paid, invoice amount due, discount, net due, and invoice amount scheduled for payment.

Extended

The Prepayment List Extended Report also shows job cost data for each invoice including the posting account number, job number, cost code, change order, cost type, item description, total amount, net due, and amount to pay.

Order By	**Options**	**Fields**
• Vendor Id	• Show Report Criteria	• Vendor Id
	• Page Break	

Drill-Down+® Destinations

Figure: AP-209
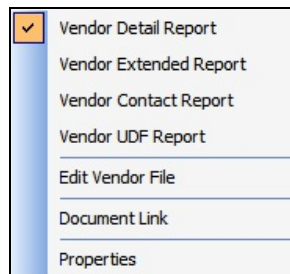Right-click Vendor Id hyperlink to access reports and other features.

✓	Vendor Detail Report
	Vendor Extended Report
	Vendor Contact Report
	Vendor UDF Report
	Edit Vendor File
	Document Link
	Properties

Figure: AP-211
Right-click on a Job hyperlink to access reports and other features.

✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties
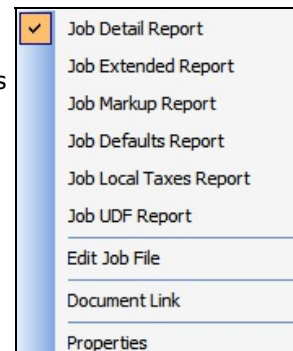
Figure: AP-210
Right-click on a Invoice # hyperlink to access repots and other features.
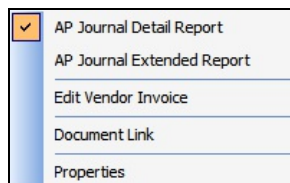
✓	AP Journal Detail Report
	AP Journal Extended Report
	Edit Vendor Invoice
	Document Link
	Properties

Accounts Payable Prepayment List – Summary Report

Best Construction Company

Accounts Payable Prepayment List
Summary Report - Check Date 08/24/ YYYY   Page 1

Vendor Id	Vendor Name	Inv Amt	Amt Paid	Amt Due	Disc Amt	Net Due	Amt To Pay
0201	BK Contracting			22,990.00	0.00	22,990.00	22,990.00
0301	Dry Gulch Concrete			3,789.00	0.00	4,210.00	3,789.00
2000	Credit Card Bank Institution			17,030.67	0.00	17,030.67	17,030.67
			Totals Listed	43,809.67	0.00	44,230.67	43,809.67

Figure: AP-212   Accounts Payable Prepayment List – Summary Report.

Accounts Payable Prepayment List – Detail Report

Best Construction Company

Accounts Payable Prepayment List
Detail Report - Check Date 08/24/ YYYY   Page 1

Vendor Id	Vendor Name Invoice #	Inv Date	Due Date	Inv Amt	Amt Paid	Amt Due	Disc Amt	Net Due	Amt To Pay
0201	BK Contracting								
	906	01/27/	02/27/	10,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00
	919	01/31/	03/02/	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
	123	02/28/	03/30/	10,000.00	10.00	9,990.00	0.00	9,990.00	9,990.00
			Vendor Totals			22,990.00	0.00	22,990.00	22,990.00
0301	Dry Gulch Concrete								
	1672	01/27/	01/27	4,210.00	0.00	3,789.00	0.00	4,210.00	3,789.00
			Vendor Totals			3,789.00	0.00	4,210.00	3,789.00
2000	Credit Card Bank Institution								
	12994031	03/10/	04/09/	150.00	0.00	150.00	0.00	150.00	150.00
	12994032	06/30/	07/30/	10.00	0.00	10.00	0.00	10.00	10.00
	12994033	06/30/	07/30/	10.00	0.00	10.00	0.00	10.00	10.00
	12994034	08/18/	09/17/	3,750.00	0.00	3,750.00	0.00	3,750.00	3,750.00
	12994035	08/19/	09/18/	5,500.00	0.00	5,500.00	0.00	5,500.00	5,500.00
	12994037	08/21/	09/20/	1,610.67	0.00	1,610.67	0.00	1,610.67	1,610.67
	12994036	08/21/	09/20/	6,000.00	0.00	6,000.00	0.00	6,000.00	6,000.00
			Vendor Totals			17,030.67	0.00	17,030.67	17,030.67
			Totals Listed			43,809.67	0.00	44,230.67	43,809.67

Figure: AP-213   Accounts Payable Prepayment List – Detail Report.

Accounts Payable Prepayment List − Extended Report

Best Construction Company

Accounts Payable Prepayment List
Extended Report - Check Date 08/24/ YYYY

Page 1

Vendor Id	Vendor Name								
	Invoice #	InvDate	Due Date	InvAmt	Amt Paid	Amt Due	Disc Amt	Net Due	Amt To Pay
0201	BK Contracting								
	906	01/27/	02/27/	10,000.00	0.00	10,000.00	0.00	10,000.00	10,000.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	5015	1010	021 10	M			10,000.00	10,000.00	10,000.00
	919	01/31/	03/02/	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	5020	1010	021 10	S			3,000.00	3,000.00	3,000.00
	123	02/28/	03/30/	10,000.00	10.00	9,990.00	0.00	9,990.00	9,990.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	5020	1000	020 00	S			10,000.00	9,990.00	9,990.00
					Vendor Totals	22,990.00	0.00	22,990.00	22,990.00
0301	Dry Gulch Concrete								
	1672	01/27	01/27	4,210.00	0.00	3,789.00	0.00	4,210.00	3,789.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	5020	1000	030 00	S			4,210.00	4,210.00	3,789.00
					Vendor Totals	3,789.00	0.00	4,210.00	3,789.00
2000	Credit Card Bank Institution								
	12994031	03/10/	04/09	150.00	0.00	150.00	0.00	150.00	150.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						150.00	150.00	150.00
	12994032	06/30/	07/30/	10.00	0.00	10.00	0.00	10.00	10.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						10.00	10.00	10.00
	12994033	06/30/	07/30/	10.00	0.00	10.00	0.00	10.00	10.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						10.00	10.00	10.00
	12994034	08/18/	09/17/	3,750.00	0.00	3,750.00	0.00	3,750.00	3,750.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						3,750.00	3,750.00	3,750.00
	12994035	08/19/	09/18/	5,500.00	0.00	5,500.00	0.00	5,500.00	5,500.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						5,500.00	5,500.00	5,500.00
	12994037	08/21/	09/20/	1,610.67	0.00	1,610.67	0.00	1,610.67	1,610.67
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						1,610.67	1,610.67	1,610.67
	12994038	08/21/	09/20/	6,000.00	0.00	6,000.00	0.00	6,000.00	6,000.00
	Account#	Job	CostCode	C/O# Type Item			Amount	NetDue	Amt to Pay
	2950						6,000.00	6,000.00	6,000.00

Figure: AP-214   Accounts Payable Prepayment List – Extended Report.

Vendor Payments

The Vendor Payments report provides information about the payments made to subcontractors and other vendors.

Access to Vendor Payments
Module Menu with Reports Group
AP | Reports | Vendor Payments

Module Menu with Reports List
AP | Vendor Payments

Standard Menu
Reports | Accounts Payable | Vendor Payments

Report Types
Summary
The Vendor Payments Summary report shows the vendor ID and name, total payments made and list totals.

Detail
The Vendor Payments Detail Report also shows a break down of payments made including check date, check number, invoice date, invoice number, 1099 type, 1099 payment/deduction type, and payment amount.

Order By	Options	Fields
• Vendor Id	• Show Report Criteria • Case Sensitive	• Vendor Id • Vendor Type • Amount • Check Number • Check Date

Drill-Down+® Destinations

Figure: AP-215
Right-click Vendor Id hyperlink to access reports and other features.
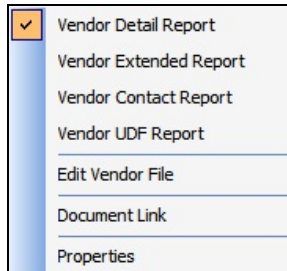
Figure: AP-217
Right-click on a CC payment to access reports and other features.
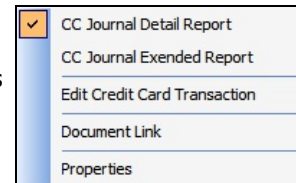
Figure: AP-216
Right-click on a Check # payment hyperlink to access reports and other features.
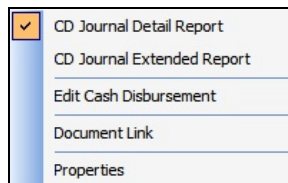
Figure: AP-218
Right-click on a Invoice # hyperlink to access repots and other features.

Vendor Payments — Summary Report

Figure: AP-219   Vendor Payments – Summary Report.

Vendor Payments — Detail Report

Figure: AP-220   Vendor Payments – Detail Report.

Workers Compensation Expiration

The Worker's Compensation Expiration report provides information about the expiration date for each vendor's Worker's Compensation insurance based on the report date entered.

Access to W/C Insurance
Module Menu with Reports Group

AP | Reports | W/C Insurance

Module Menu with Reports List

AP | W/C Insurance

Standard Menu

Reports | Accounts Payable | W/C Insurance

Report Types
Summary

The Workers' Compensation Expiration Summary Report shows the vendor ID and name, Worker's Compensation expiration date and the number of days to expire or the number of days expired.

Order By
- Vendor Id
- Vendor Name
- Vendor Status
- City
- State
- Zip Code
- Day Telephone
- Workers' Comp. Exp. Date

Options
- Show Report Criteria
- Active
- Inactive
- Union Vendors
- Non-Union Vendors
- Women Owned Business Enterprise
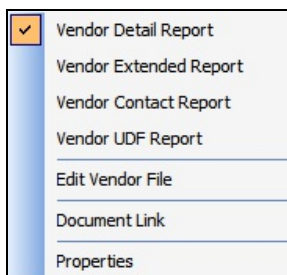- Non-MOBE
- 1099 Vendors
- Non-1099 Vendors
- Case Sensitive

Fields
- Vendor Id
- Vendor Name
- Vendor Status
- City
- State
- Zip Code
- Day Telephone
- Workers Comp. Exp. Date
- Report Date

Drill-Down+® Destinations

Figure: AP-221
Right-click Vendor Id hyperlink to access reports and other features.
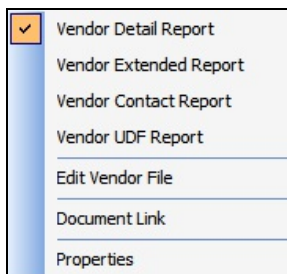
ⓘ **Tip**

The two Date fields offer four date additional date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Workers' Compensation Insurance Expiration – Summary Report

Best Construction Company

Workers' Compensation Insurance Expiration
Summary Report, Expiration Date: 8/24/YYYY
Page 1

VendorId	Vendor Name	W/C Exp. Date	Days to Expire	Days Expired
0101	Central Coast Building Supply			
0201	BK Contracting	06/13/	293	
0202	Nagel Foundations	11/23/	456	
0203	Yardsee-Jones Landscaping	06/18/	298	
0301	Dry Gulch Concrete	12/30/	128	
0601	Gold Coast Framing	01/02/	131	
0602	Classic Interiors	05/08/	257	
0701	A1 Insulation	09/03/	10	
0702	Hightop Roofing	11/06/		292
0801	Higuerra Glass	08/03/		21
0901	Quintus Drywall	04/06/		140
0902	Ladd Painting	09/24/	31	
0903	Mesa Carpeting	04/23/		123
1501	Complete Plumbing	07/06/		49
1601	Highvolt Electric			
1602	PG&E			
1603	Pacific Bell			
2000	Credit Card Bank Institution			

Figure: AP-222   Workers' Compensation Insurance Expiration Summary Report.

Liability Insurance Expiration

The Liability Insurance report provides information about the expiration date for each vendor's liability insurance based on the report date entered.

Access to Liability Insurance
Module Menu with Reports Group

AP | Reports | Liability Insurance

Module Menu with Reports List

AP | Liability Insurance

Standard Menu

Reports | Accounts Payable | Liability Insurance

Report Types
Summary

The Job Aging Summary Report shows the vendor ID and name, liability insurance expiration date and the number of days to expire or the number of days expired.

Order By
- Vendor Id
- Vendor Name
- Vendor Status
- City
- State
- Zip Code
- Day Telephone
- Liability Insurance Expiration

Options
- Show Report Criteria
- Active
- Inactive
- Union Vendors
- Non-Union Vendors
- Women Owned Business Enterprise
- Non-MOBE
- 1099 Vendors
- Non-1099 Vendors
- Case Sensitive

Fields
- Vendor Id
- Vendor Name
- Vendor Status
- City
- State
- Zip Code
- Day Telephone
- Liability Insurance Expiration
- Report Date

Drill-Down+® Destinations

Figure: AP-223
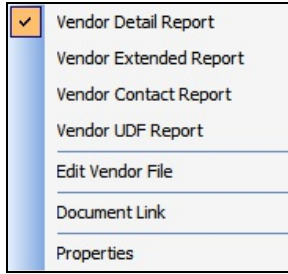Right-click Vendor Id hyperlink to access reports and other features.

✓	Vendor Detail Report
	Vendor Extended Report
	Vendor Contact Report
	Vendor UDF Report
	Edit Vendor File
	Document Link
	Properties

ⓘ **Tip**

The two Date fields offer four date additional date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Liability Insurance Expiration – Summary Report

Best Construction Company

Liability Insurance Expiration
Summary Report, Expiration Date: 8/24/.YYYY

Page 1

VendorId	Vendor Name	L/I Exp. Date	Days to Expire	Days Expired
0101	Central Coast Building Supply			
0201	BK Contracting	06/02/.	282	
0202	Nagel Foundations	12/16/.	479	
0203	Yardsee-Jones Landscaping	03/22/.	210	
0301	Dry Gulch Concrete	01/16/.	145	
0601	Gold Coast Framing	07/30/.		25
0602	Classic Interiors	05/21/.	270	
0701	A1 Insulation	09/10/.	17	
0702	Hightop Roofing	12/09/.		259
0801	Higuerra Glass	08/03/.		21
0901	Quintus Drywall	06/18/.		67
0902	Ladd Painting	08/26/.	2	
0903	Mesa Carpeting	03/29/.		148
1501	Complete Plumbing	08/26/.	2	
1601	Highvolt Electric			
1602	PG&E			
1603	Pacific Bell			
2000	Credit Card Bank Institution			

Figure: AP-224   Liability Insurance Expiration – Summary Report.

Auto Insurance Expiration – Summary Report

Best Construction Company

Auto Insurance Expiration
Summary Report, Expiration Date: 8/24/YYYY

Page 1

VendorId	Vendor Name	Auto Exp. Date	Days to Expire	Days Expired
0101	Central Coast Building Supply	11/24/	92	
0201	BK Contracting	01/25/	154	
0202	Nagel Foundations	04/27/	246	
0203	Yardsee-Jones Landscaping	06/06/	651	
0301	Dry Gulch Concrete	07/04/	1,410	
0601	Gold Coast Framing	03/15/	933	
0602	Classic Interiors	08/26/	367	
0701	A1 Insulation	09/11/	748	
0702	Hightop Roofing	06/06/		79
0801	Higuerra Glass	04/25/	1,705	
0901	Quintus Drywall	02/03/	528	
0902	Ladd Painting			
0903	Mesa Carpeting			
1501	Complete Plumbing			
1601	Highvolt Electric			
1602	PG&E			
1603	Pacific Bell			
2000	Credit Card Bank Institution			

Figure: AP-224.1   Auto Insurance Expiration – Summary Report.

1099 Report

The 1099 Report allows printing a listing of all activity for 1099 vendors. Only those accounts payable invoices which have been paid will be included in this report.

Access to 1099 Report
Module Menu with Reports Group
AP | Reports | 1099 Reports

Module Menu with Reports List
AP | 1099 Reports

Standard Menu
Reports | Accounts Payable | 1099 Reports

Report Types
Summary
The 1099 Summary Report shows the vendor ID and name, total 1099 payments for vendor and total 1099 payments.

Detail
The 1099 Detail Report also displays individual 1099 payments including check date, check number, invoice date, invoice number, 1099 type, 1099 payment/deduction type and amount.

Order By	**Options**	**Fields**
• Vendor Id	• Show Report Criteria	• Vendor Id
	• Case Sensitive	• Check Amount
		• Check Number
		• Check Date

Drill-Down+® Destinations

Figure: AP-225
Right-click Vendor Id hyperlink to access reports and other features.

✓	Vendor Detail Report
	Vendor Extended Report
	Vendor Contact Report
	Vendor UDF Report
	Edit Vendor File
	Document Link
	Properties

Figure: AP-227
Right-click on a CC payment to access reports and other features.

✓	CC Journal Detail Report
	CC Journal Exended Report
	Edit Credit Card Transaction
	Document Link
	Properties
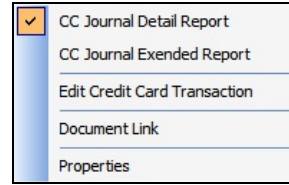
Figure: AP-226
Right-click on an Invoice Check # hyperlink to access reports and other features.

✓	CD Journal Detail Report
	CD Journal Extended Report
	Edit Cash Disbursement
	Document Link
	Properties
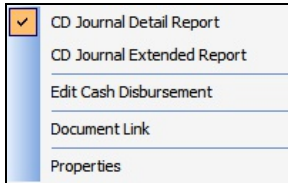
Figure: AP-228
Right-click on a Invoice # hyperlink to access repots and other features.
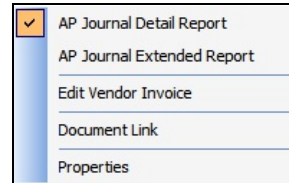
✓	AP Journal Detail Report
	AP Journal Extended Report
	Edit Vendor Invoice
	Document Link
	Properties

1099 Report — Summary Report

Best Construction Company

1099 Report
Summary Report   Page 1

Vendor Id	Vendor Name	Status	Amount
0201	BK Contracting	Active	8,650.00
		Total 1099 Payments	8,650.00

Figure: AP-229   1099 Report – Summary Report.

1099 Report — Detail Report

Figure: AP-230   1099 Report – Detail Report.

1099 Forms

At the end of each year, companies must provide certain vendors a 1099 form, so that the vendor or contractor can file federal, state and other taxes. Employers must also provide the Internal Revenue Service with a copy of this information. This can be provided in one of two ways: either by sending a copy of the 1099 form for applicable vendors to the IRS or by sending the same information via magnetic media (floppy diskettes, magnetic tape, etc.). Contact the tax accountant or the Internal Revenue Service for specific information regarding specific reporting requirements.

This option uses year-to-date accounts payable data to prepare the 1099 forms. Only those accounts payable invoices which have been paid will be included. BIS® prints 1099 information directly onto IRS standard 1099 forms made for tractor feed printers. When previewing the forms, the form itself (not printed) is displayed in red. BIS® will only generate forms for those vendors that are shown as requiring a 1099 form on the 1099 tab of the Vendors file.

Access in Modules with Reports Group Menu
AP | Reports | 1099 Forms

Access in Modules with Reports List Menu
AP | 1099 Forms

Access in Standard Menu
Reports | Accounts Payable | 1099 Forms

Query Form

Figure: AP-231
1099 Forms Query screen form.

Calendar Year
Select the calendar year for which 1099 files will be prepared.

Figure: AP-232
Reports directly accessible by right-clicking on the field name hyperlink

Federal Tax ID
This field displays the company's federal tax ID number that will be printed on the 1099 forms.

Recipients' Minimum Dollar Amount
Enter the minimum dollar amount required to generate a 1099 form.

All Vendors
This box should be checked to include all vendors from the Vendor file in the selection process for 1099s. If only a single or range of vendors are to be included, this box should not be checked.

Beginning Vendor Number
If the All Vendors box is checked, this field displays the first vendor identification number associated with this record. I the All Vendors box is unchecked, the first vendor identification to be printed should be entered. The Find tool can be used to assist with looking up a specific vendor.

Please note that the Beginning Vendor Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Vendor – New form. Right-clicking on the Beginning Vendor Number hyperlink opens a selection of reports that can be directly accessed.

Ending Vendor Number
If the All Vendors box is checked, this field displays the last vendor identification number associated with this record. I the All Vendors box is unchecked, the last vendor identification to be printed should be entered. The Find tool can be used to assist with looking up a specific vendor. If only a single vendor is to be printed, the beginning and ending vendor numbers will be the same.

Please note that the Ending Vendor Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Vendor – New form. Right-clicking on the Ending Vendor Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-233
Reports directly accessible by right-clicking on the field name hyperlink
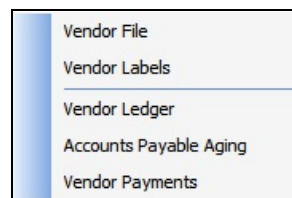
| Vendor File |
| Vendor Labels |
| Vendor Ledger |
| Accounts Payable Aging |
| Vendor Payments |

Output
Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for this specific record.

Figure: AP-234
Select correct 1099 paper form type.

Laser
Laser-Draft
Continuous
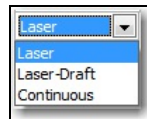
Laser
This report type prints on standard W-2 laser forms.

Laser Draft
This report type displays data on a draft W-2 form.

Continuous
This report type prints on standard W-2 tractor-feed forms.

1099 Form Type

Select the type of 1099 form to be printed: Miscellaneous, Dividends, or Interest.

Save Button

This button is used to save the selections for the 1099 forms.

Print Button

Once the 1099 forms have been verified, and any needed alignment test has been successfully run, this button can be used to print the 1099 forms. To interrupt printing, press Esc.

Preview Button

This button is used to display the 1099 forms without printing.

Close Button

Closes this form.

1099 Form

Figure: AP-235   1099 Form data for printing onto pre-printed forms.

1099 Magnetic Media

At the end of each year, companies must provide the Internal Revenue Service with a copy of 1099 information for certain vendors. This can be provided in one of two ways: either by sending a copy of the 1099 form for applicable vendors to the IRS or by sending the same information via magnetic media (floppy diskettes, magnetic tape, etc.). Contact a tax accountant or the Internal Revenue Service for specific information regarding specific reporting requirements.

This option uses year-to-date accounts payable data to prepare the 1099 file. Only those accounts payable invoices which have been paid will be included. BIS® will only include records for those vendors that are shown as requiring a 1099 form on the 1099 tab of the Vendors file. Should the status of any 1099 payment need to be changed, the 1099 Adjustments form may be used.

Access in Modules with Reports Group Menu
AP | Reports | 1099 Magnetic Media

Access in Modules with Reports List Menu
AP | 1099 Magnetic Media

Access in Standard Menu
Reports | Accounts Payable | 1099 Magnetic Media

Screen Form

Figure: AP-235.1
1099 Magnetic Media
screen form.

Calendar Year
This drop-down will list the current calendar year, or former year, if it is available for the 1099 data to be prepared.

Create file in
This drop-down will list all of the potential drive letter designations (A - Z). Select the drive where the file is to be created.

Transmitter Control Code
Enter the Transmitter Control Code from the IRS form 4419.

Federal Tax Id (EIN)
This entry comes from the information already entered under Administrator in the System Information Company tab. This data can be changed, but if this form is closed, reopening it will return this entry to the default in System Information.

Payer Name Control
This is an optional control that can be used for tracking purposes.

File Type
Combined Federal/State Filing Program
Check this box if the Federal and State 1099 filing is combined.

Replacement File
Check this box if the file being sent is a replacement for a previously sent file.

Test File
Check this box if creating a test file to send to the IRS.

Contact Name, Phone Number, Phone Ext., E-Mail, and Fax
These entries are manually entered as applicable, and can be changed. If this form is closed, reopening it will return the entries as they had been last entered.

Create Button
Click on this button to create the file.

Close Button
Click on this button to close the screen, but note that when this form is reopened, the information will return to the defaults derived from the Company tab in System Information described above.

Appendix

Payment Terms

Payment Terms are in a master record library that are available to Vendor (and Customer) Master Records and Transactions. The list of Payment Terms can be examined by clicking on the magnifying glass 🔍 icon (at the top of the screen) and double clicking on the item of interest. Payment Terms are used for aging Vendor and Customer records, and for identifying discounts for early payment.

When establishing payment terms, a discount percentage can be recorded for payments made within a designated number of days from the invoice date. When entering paying invoices through the Customer Payment or Apply Customer Deposit options, discounts are automatically calculated and deducted if the payment date is within the specified time period. The amount deducted appears in the Discount Amount column. If necessary, this amount may be changed or deleted.

Modular Menu Access
Miscellaneous | Payment Terms

Standard Menu Access
List | Miscellaneous | Payment Terms

Main Tab
The Payment Terms master file records all pertinent information related to payment terms for vendors and customers. The information recorded on these tabs is used throughout BIS® whenever payment terms are referenced in transactions or in other master records. The Main tab records general information about this payment term.
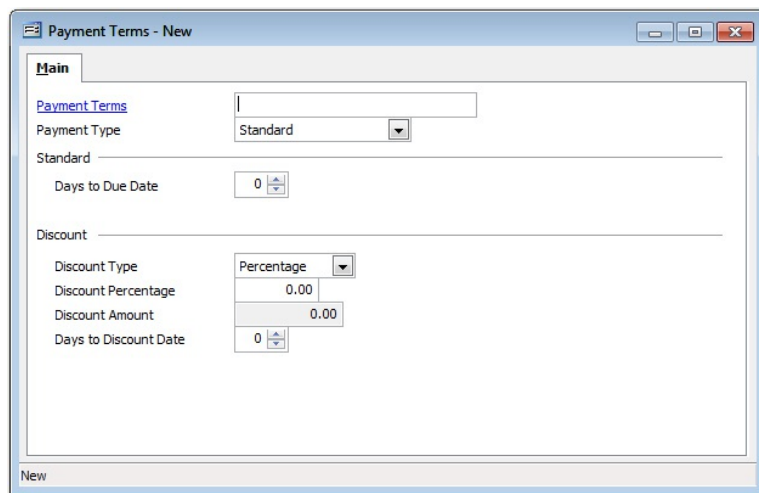
New Record
Initial access to Payment Terms from the menu opens the Payment Terms - New form. This form is used to enter new payment terms information. However, access to a new form when another payment term record is on the screen only requires pressing Ctrl+N or use the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-237
Payment Terms – New
master record screen form
Main tab.

Editing an Existing Record
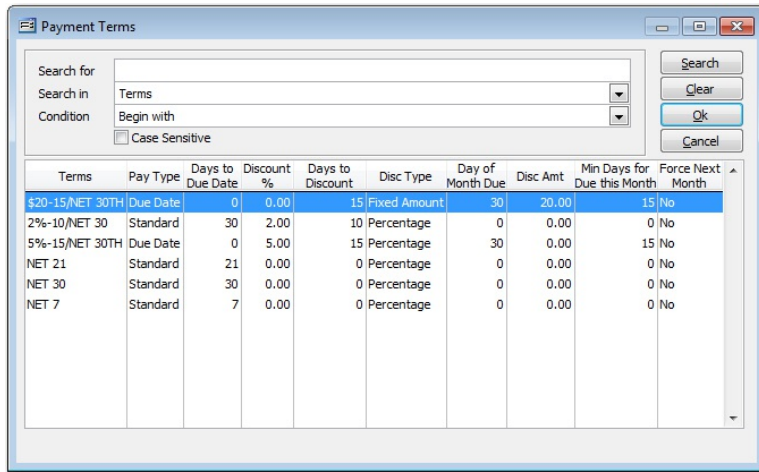
The list of payment terms may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: AP-238
Payment Terms
Find/Search screen.

Scrolling Through Payment Terms Records
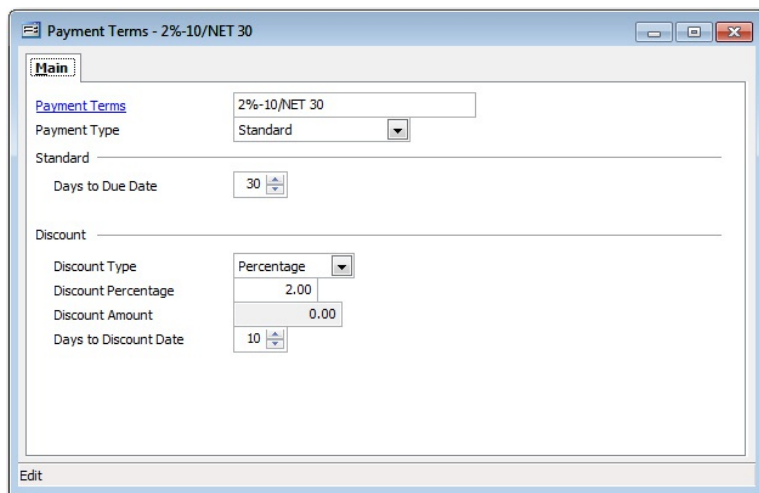
Users can scroll through the payment terms records by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list according to Terms name. Clicking on the Previous ◀ icon (at the top of the screen) will open the immediately previous record of the list according to Terms. Clicking on the Next ▶ icon (at the top of the screen) will open the next record of the list according to Terms. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list according to Terms.

Figure: AP-239
Sample payment terms
record for editing.

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record with modifications made to the cloned record. Once the source record is brought to the screen, use the Clone Record 🔁 icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Payment Terms name to be saved as a new record.

Figure: AP-240
Cloned record. Note that all of the initial fields, except for the Payment Terms field, match the source record.

Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete ⊠ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Main Tab
Payment Terms

The name (20 characters or less) of the Payment Term is entered in the first field.

Payment Type

Two Payment Types are available: Standard and Date Driven. The choice selected from the drop-down makes the corresponding section below available for entry, and grays out (as unavailable) the other section. Thus, if Standard is chosen, entries can only be made to the Standard section below; Date Driven is unavailable. If Date Driven is chosen, the opposite is true.

Payment Type
Standard

Standard refers to the number of days following the invoice date that payment is due. Enter or select the number of days (usually 1 -30, but could be up to 999).

Date Driven

Date Driven refers to a specific date of the month on which the payment is due.

Day of Month Due
Date Driven refers to a specific day of the month on which the payment is due. Enter or select the day number of the month (1 -31).

Min Days for Due this Month
The Min Days for Due this Month refers to the minimum number of days prior to the due date that the invoice must be received in order to be able to be processing and paid on time. If the invoice is received in fewer days than specified, its due date is shifted to the next month. Please note that there is a relationship between the Min Days for Due this Month and the Days to Discount Date discussed below.

> ⓘ **Tip**   The system will not allow the Days to Discount Date to be greater than the Min Days for Due this month.

Force Next Month
The Force Next Month option always sets the due date in the month following the entered invoice date month.

Discount
Discount computes the reduction of the amount due on the invoice if it is paid on or prior to the due date, within the range allowed.

Discount Type
There are two Discount Types: Percentage and Fixed Amount. Depending on the selection made, one or the other of the next two fields will be available for entry.

Discount Percentage
The Discount Percentage number entered here is applied to the invoice amount to compute the reduction in payment allowed.

Fixed Amount
The Fixed Amount, a set dollar/cents amount, is applied to the invoice amount to compute the reduction in payment allowed.

Days to Discount Date
The Days to Discount Date refers to the maximum number of days after the invoice date that the invoice must be paid in order to qualify for the selected form of discount. Please note that there is a relationship between the Min Days for Due this Month and the Days to Discount Date discussed above.

> ⓘ **Tip**   The system will not allow the Days to Discount Date to be greater than the Min Days for Due this month.

Payment Terms Report

The Payment Terms report lists the payment terms recorded in the Payment Terms file.

Access to Payment Terms Report

Module Menu with Reports Group

Miscellaneous | Reports | Payment Terms

Module Menu with Reports List

Miscellaneous | Payment Terms

Standard Menu

Reports | Miscellaneous | Payment Terms

Report Types

Summary

The Payment Terms Summary Report displays the payment terms, Payment Type, and Discount Type recorded in the Payment Terms file.

Detail

The Payment Terms Detail Report also displays the discount amount or percentage, days to discount date, and day of the month or number of days to the due date recorded in the Payment Terms file.

Extended

The Payment Terms Extended Report also displays the discount type, percentage, amount, and days, along with the due date days, day of the month, and minimum number of days to be due next month, and whether the particular term is to be forced to a date the following month.

Order By	**Options**	**Fields**
• Payment Terms	• Show Report Criteria	• Payment Terms
	• Case Sensitive	

Best Construction Company

Payment Terms
Summary Report   Page 1

Terms	Payment Type	Discount Type
$20-15/NET 30TH	Date Driven	Fixed Amount
2%-10/NET 30	Standard	Percentage
5%-15/NET 30TH	Date Driven	Percentage
NET 21	Standard	Percentage
NET 30	Standard	Percentage
NET 7	Standard	Percentage

Figure: AP-241   Payment Terms, Summary Report.

Payment Terms — Detail

Figure: AP-242   Payment Terms – Detail Report.

Payment Terms — Extended

Best Construction Company

Payment Terms
Extended Report   Page 1

Terms	Pay Type	Type	Discount			Due Date		Force Next	
			Percentage	Amount	Days	Days	Day of Month	Min Days	Month
$20-15/NET 30TH	Due Date Driven	Fixed Amount	0.00	20.00	15	0	30	15	No
2%-10/NET 30	Standard	Percentage	2.00	0.00	10	30	0	0	No
5%-15/NET 30TH	Due Date Driven	Percentage	5.00	0.00	15	0	30	15	No
NET 21	Standard	Percentage	0.00	0.00	0	21	0	0	No
NET 30	Standard	Percentage	0.00	0.00	0	30	0	0	No
NET 7	Standard	Percentage	0.00	0.00	0	7	0	0	No

Figure: AP-243   Payment Terms – Extended Report.

Vendor Types

Vendor Types are in a master record library that are available to Vendor Master Records. The list of Vendor Types can be examined by clicking on the magnifying glass 🔍 icon (at the top of the screen) and double clicking on the item of interest. Vendor Types are used for categorizing Vendor records.

Modular Menu Access
Miscellaneous | Vendor Types

Modular Menu Access
AP | Vendor Types

Standard Menu Access
List | Miscellaneous | Vendor Types

Main Tab
The Payment Terms master file records the pertinent information related to vendor type. The information recorded on this tabs is used throughout BIS® whenever vendor types are referenced in transactions or in other master records. The Main tab records general information about this vendor type.

New Record
Initial access to Vendor Types from the menu opens the Vendor Types - New form. This form is used to enter new vendor type information. However, access to a new form when another vendor type record is on the screen only requires pressing Ctrl+N or use the New 🗋 icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AP-244
Vendor Forms – New
screen form Main tab
screen form.
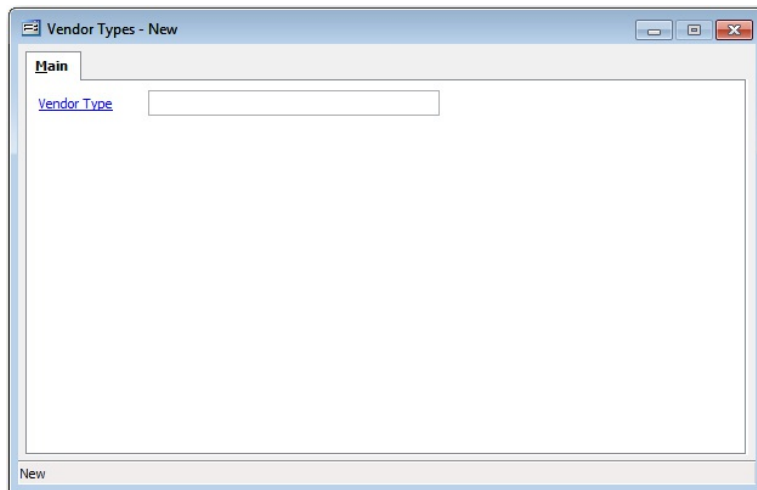
Editing an Existing Record

The list of vendor types may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited. Two default Vendor Types are already available: Subcontractor and Supplier. They cannot be modified or deleted.

Figure: AP-245
Vendor Types Find/Search screen.
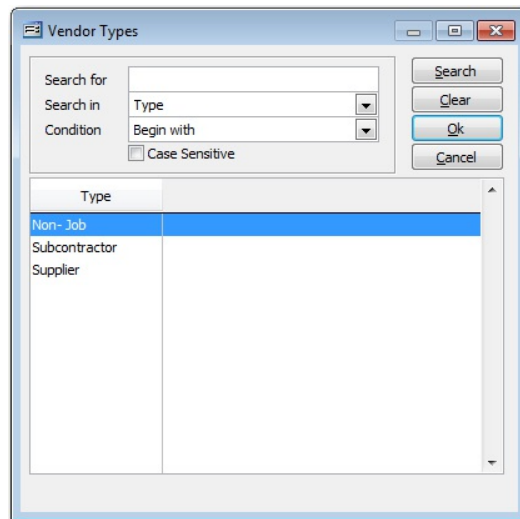
Scrolling Through Payment Terms Records

Users can scroll through the vendor terms records by using the VCR buttons on the toolbar ⏮ ◀ ▶ ⏭ at the top of the screen. Clicking on the First ⏮ icon (at the top of the screen) will open the first record of the list, according to Vendor Type. Clicking on the Previous ◀ icon (at the top of the screen) will open the next record of the list, according to Vendor Type. Clicking on the Next ▶ icon (at the top of the screen) will open the immediately previous record of the list, according to Vendor Type. Clicking on the Last ⏭ icon (at the top of the screen) will open the last record of the list, according to Vendor Type.

Figure: AP-246
Sample Vendor Terms;
one of two non-editable.
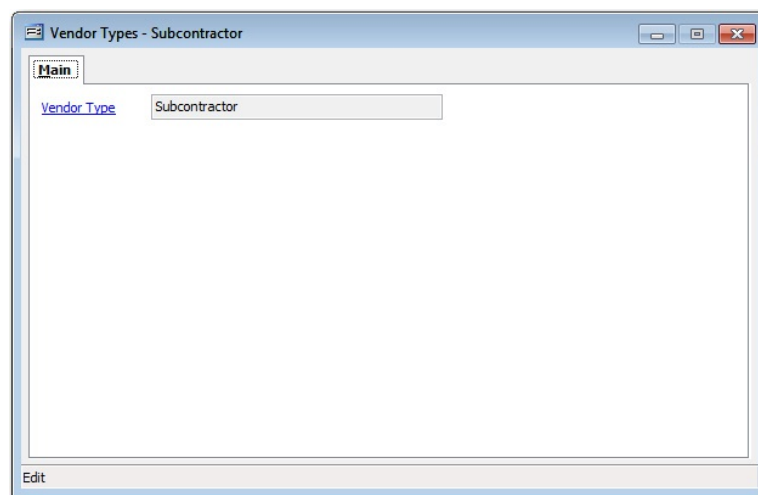
Cloning an Existing Record

Once a record is selected, it may be cloned it to create a new record, with modifications made to the cloned record. Once the source record is brought to the screen, use the Clone Record 🔳 icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Vendor Type to be saved as a new record.

Figure: AP-247
Cloned record. Note that the initial Vendor Type field is blank.
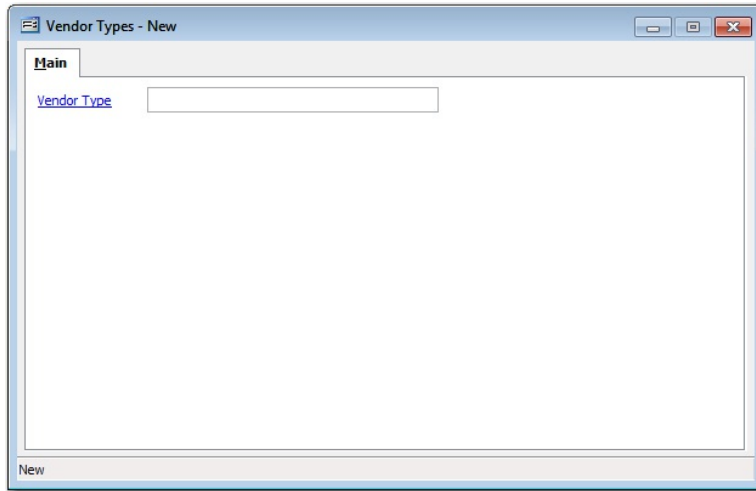
Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions or other master records dependent on the one selected. Once the source record is brought to the screen, use the Delete ❌ icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab
Vendor Type

The vendor type of 20 characters or less is entered in the first field. Two vendor types are preset as default: Subcontractor and Supplier, but others may be added. The choice selected from the drop-down makes the corresponding section below available for entry. BIS® checks for duplication. A warning will appear if the code that has already been assigned.

Please note that the underlined Vendor Type title is also a hyperlink field as well as the description of the information to be entered. Right-clicking on the Macro Text hyperlink opens access to the Vendor Type File report that can be directly accessed.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save 💾 button on the toolbar or press Ctrl-S to save the changes.

Report – Vendor Types
The Vendor Types report lists the vendor types recorded in the Vendor Types file.

Access to Vendor Types Report
Module Menu with Reports Group
Miscellaneous | Reports | Vendor Types

Module Menu with Reports List
Miscellaneous | Vendor Types

Standard Menu
Reports | Miscellaneous | Vendor Types

Report Types
Summary
The Vendor Types Summary Report displays the vendor types recorded in the Vendor Types file.

Order By	**Options**	**Fields**
• Vendor Type	• Case Sensitive	• Vendor Type

Vendor Types – Detail Report

Figure: AP-248   Vendor Types – Detail Report.

System Wide Parameters - AP

The System Wide Parameters option is used to set defaults for modules and other elements of BIS®. These settings apply to all users, but many can be changed for that instance on-the-fly during the data entry process.

AP Tab

The AP tab allows entry of the default AP account, entry and tracking of the last PO Number, options for line descriptions, default unit cost, and Vendor and AP check options and Credit

Menu Access

Administrator | System Parameters | AP Tab

Figure: AP - 248.1a
System Wide Parameters,
AP tab screen form,
Default sub-tab.

Figure: AP - 248.1b
System Wide Parameters,
AP tab screen form, Credit
Card sub-tab.

Figure: AP - 248.2
Reports directly accessible
by right-clicking on the
field name hyperlink.

Accounts Payable

The System Wide Parameter AP option requires setting the Accounts Payable account, an essential default element to properly post accounts payable invoices, etc. The account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. The GL account name will appear to the right of the account code.

Last Purchase Order Number

The field is used to keep track of the last purchase order number assigned by the system. BIS® will assign the next consecutive number to the next purchase order created. To reset the system numbering, enter the last number used in the field.

Edit Purchase Order Number

When the option is checked, the user is allowed to override the system-assigned number at the time a purchase order is entered. Overwriting the number may be necessary if the company uses a system of numbering other than simply consecutive numbers.

Fill Line Description with Vendor Name on Vendor Invoices

When checked, the feature automatically enters the vendor name in the description field of a line item in a vendor invoice.

⊕ **Tip** | The feature may be useful with the cost plus reports when selecting costs to bill in the Schedule of Values.

Fill Line Description with Vendor Name on Purchase Orders

When checked, the feature automatically enters the vendor name in the description field of a line item in a purchase order (if that module is installed). If the Purchase Order is converted to an Invoice, the vendor information will carry forward to the resulting invoice.

Fill Vendor Id for new invoices with the last saved Vendor Id

When checked, the feature automatically saves the last used vendor Id for a new vendor invoice.

⊕ **Tip** | The feature may be useful when entering many invoices from the same vendor.

Offer Check Run Report

The feature provides the option to print and/or preview the Check Run Report during the Print AP Checks process.

Show Customer Id on checks

This option places Customer Id on the AP Check form.

Below Company Address / Below Vendor Address

Placement of the Customer Id on the AP Check form.

Default Unit Cost

The feature allows the Administrator to choose the default type of Unit Cost (average, preferred or last) for line items on the associated transactions listed in the following two options.

Load Default Unit Cost on Vendor Invoices

When checked, the feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Vendor Invoices.

Load Default Unit Cost on Purchase Orders

When checked, the feature automatically loads the default Unit Cost (average, preferred or last) (set above) on Purchase Orders. If the Purchase Order is converted to an Invoice, the default Unit Cost information will carry forward to the resulting invoice.

Allow Edit of Payment Terms on Vendor Invoices

When checked, the feature allows a user to modify a vendor's default payment terms when entering a vendor invoice.

Show Alert Message When PO's are Fully Applied and Not Closed

When checked, the feature provides an alert message when PO's are fully applied but not closed.

Show Alert Message When PO's are Partially Applied and Closed

When checked, the feature provides an alert message when PO's are partially applied and is closed.

Show Customer Id on checks

The Vendor master record permits entry of a customer Id assigned by the vendor. When checked, the feature automatically prints the customer Id on the check in either of two locations: Below Company Address (top left part of the check), or Below Vendor Address (the lower left hand corner of the check above the bank routing number MICR-print line.

Allow duplicate check numbers

This option allows for checks to have the same check number as long as it has a different check date.

Allow Joint Check editing

This option allows the Joint Check information to be modified "on-the-fly" on existing Vendor Invoices even when a transaction have been applied.

Credit Card

Credit Card Account

This field provides the default account for Credit Card transactions.

Discount Taken Account

This field provides the default AP Discount Taken account for Credit Card transactions.

Last Internal Invoice Number

This field retains the last Internal Invoice Number for the internally generated from Credit Card payment transactions.

Edit Internal Invoice Number

This option allows the edit of the Internal Invoice Number when creating Credit Card payment transactions.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

User Preferences – Forms

The Forms tab of the User Preferences contains settings that affect Accounts Payable for users. These include the default AP and Other Checks, as well as the default printers for each user.

Menu Access

Administrator | User Preferences | Forms Tab

Figure: AP-249
Administrator, User Preferences, Forms tab screen form showing form and printing options.

AP Checks

This option is used to select the user's default AP Check print format. This may be selected using the drop-down tool. Initially, this feature has three options, System Laser sheet-fed pre-printed forms, and System Continuous for pre-printed dot matrix printers.

Figure: AP-250
AR Invoices drop-down optional default formats.

Other Checks

This option is used to select the user's default Other Check print format. This may be selected using the drop-down tool. Initially, this feature has three options, System Laser sheet-fed pre-printed forms and System Continuous for pre-printed dot matrix printers.

Figure: AP-251
Sales Orders drop-down optional default formats.

Form Editor

The Edit Forms button is used to access the BIS® Form Editor functions. The Form Editor may be used to copy existing forms, save them with a different name, and modify them. Such modifications could include adding graphics (in bitmapped format) to the form, changing fonts, removing or adding lines or columns, and more. Details about the form editor may be found in the Report Writer module manual. Newly created user forms can then be set as the default Type for the specific form.

Default Printer

To the right of each form listed, the default printer for the user is listed. To its right is a drop-down tool that may be used to change the default printer used by the user for the selected form. Any printer accessible to the user's workstation may be selected as the default printer for the selected form. However, it is important to remember that any form may be sent to any other accessible printer "on-the-fly" when getting ready to print the form(s).

Copy Master Information

After creating a new company, master files can be copied from an existing company by selecting Copy Master Information from the Administrator menu. This option can save a great deal of time if some or all of the master files for the new company will be the same or similar as those already set up for another company, and especially useful when creating a parent or subsidiary company. The Copy Master Information window will display the currently opened company. This should be the new company.

Menu Access
Administrator | Copy Master Information

Current Company

Figure: AP-252
Administrator, Copy Master Information screen form.
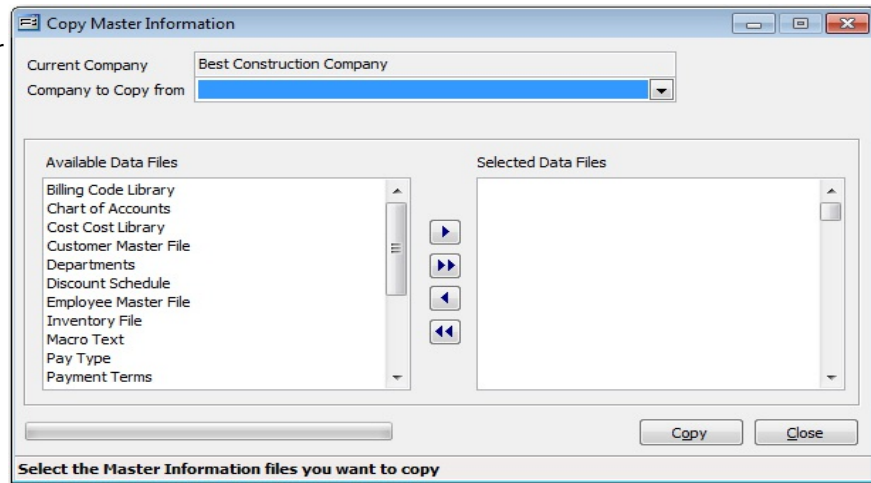
This field displays the name of the company currently open. This should be the new company that will receive the copied master records.

Company to Copy from
This field is used to select the name of the company from which to copy master records.

Available Data Files
This is a list of data files available to be copied. Files can be moved to the Selected Data Files by using the Add Selected Items or Add All Items buttons.

- Departments
- Chart of Accounts
- Payment Terms
- Sales Person
- Sales Tax
- Discount Schedule

- Customer Master File
- Cost Code Library
- Billing Code Library
- Unit of Measure
- Vendor Master File
- Inventory File

- Employee Master File
- Pay Type
- Ship Via Master File
- Report Code
- Standard Description
- User Defined Fields

Selected Data Files
This is a list of files selected to be copied to the active company. Files can be removed from this list with the Remove Selected Items or Remove All Items buttons.

Copy
Click on the Copy button to copy the selected records to the current company. If one of more records exist in the current company, a message will appear.

Figure: AP-253
Message that appears if attempting to overwrite a pre-existing record.
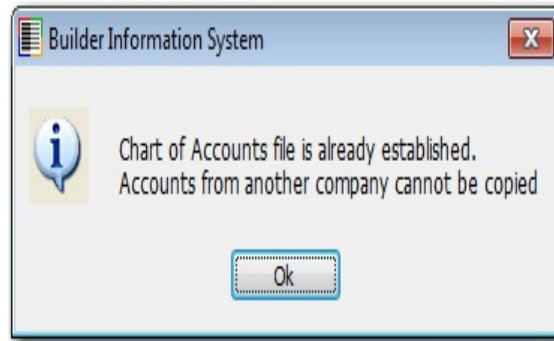
Close
This button closes the currently opened form.

Recover – Verify AP Invoice Adjustments

Verify AP Invoice Adjustments is a part of the BIS® Recover system. Recover is designed to correct the BIS® system after a hardware crash, power failure, power line surge or other interruption that could destroy information. It also checks the integrity of the books and verifies all balances. Recover automatically corrects most problems unless they are due to hardware problems. It can eliminate re-entering information manually. There are various recover operations that can be used.

⚠ **Caution**	Recover is not a substitute for making backup copies of data files. It is very important to use the backup copy procedures on a regular basis. If the system cannot be corrected using the Recover procedure, the data can be replaced as of the last backup by using Restore. Do not assume that Recover is always the best way to repair accounting records. For questions regarding this procedure, contact MICS Technical Support.

The decision to use Recover depends on the seriousness of the interruption, what part of BIS® was interrupted, how much data (the number and complexity of the transactions) might have been lost because of the interruption, and the size of the files that must be recovered. For many businesses, it may be faster to use backup copies and reenter the transactions that were affected by the interruption, rather than using Recover to rebuild the files. This is especially important to consider when the company's files are very large. For assistance in deciding whether to run Recover or to restore date from backup copies, please call the dealer or MICS Technical Support.

The recover process can be quite time consuming for large files. Be sure there is sufficient time to run the entire procedure before beginning. Also, it is important that no other user is working in BIS® at the time a recover procedure is run.

Menu Access
Administrator | Recover | Verify AP Invoice Adjustments

The Verify AP Invoice Adjustments selection verifies the amount paid for all accounts payable invoices. This procedure requires exclusive use of the data files. Please make sure that no other users are running BIS® using this company at this time. This option could take several minutes depending on the size of the data.

Figure: AP-254
The Verify AP Invoices Adjustments screen form.
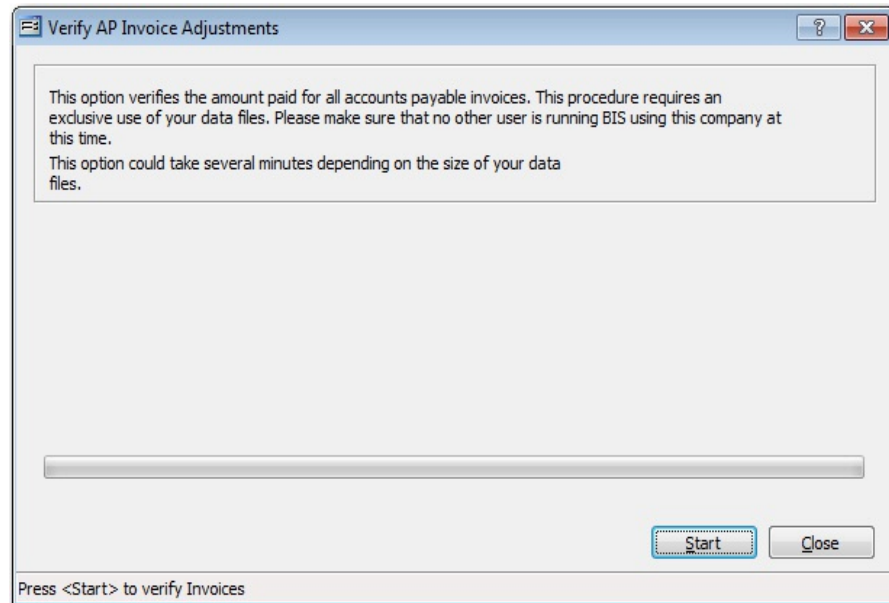
1099 Adjustments

The 1099 Adjustments form is used to adjust the 1099 status of any individual vendor payment. These payments could be the result of the payment of a cash-based Vendor Check or from paying a Vendor Invoice. Parameters for what payments are to be viewed should be set on the top left before pressing the Select button. Once the items are displayed on the screen, simply check or uncheck the items that need their status changed and press the Apply button. The buttons at the top right may be used to check or uncheck multiple items.

Once a payment is checked as a 1099 payment, the default settings for 1099 Type and 1099 Payment/Deduction are loaded from the Vendor Master Record. However, errors are common with designating actual payments as being applicable for a 1099. The 1099 Adjustments form is very flexible in terms of adjusting the 1099 attributes for each vendor payment. In addition to adjusting the overall 1099 status, the specific 1099 Type and 1099 Pay/Deduction settings may be changed. Simply use the drop-down box to change the settings of any payment.

Menu Access
Administrator | Recover | 1099 Adjustments

Figure: AP-255
1099 Adjustments screen under Administrator | Recover menu.

Vendor Id
The Vendor Id field records the identification for the vendor whose invoices are to be reviewed. The vendor ID may be entered manually, or the list of vendors may be examined by clicking on the Magnifying Glass 🔍 icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code. Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AP-256
Reports directly accessible by right-clicking on the field name hyperlink

Beginning Date
This field records the beginning date parameter for the list of records to be displayed on this form. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Ending Date
This field records the ending date parameter for the list of records to be displayed on this form. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Invoice/Check #/Trans #
This field records the specific invoice, check number, or credit card payment in a lookup. Enter the number here, and press the Select button to bring up the specific item. This field may be left blank.

Payment Type
This selection allows viewing either AP Invoices, Vendor Checks, or Vendor Payments by Credit Card associated with this vendor.

Record Status
This selection allows viewing all 1099 records, all non-1099 records, or both for the associated vendor.

Buttons
Select
This button selects the records according to the current parameters specified.

Tag All
This button marks all payments for inclusion in the 1099 list .

Untag All
This removes checkmarks shown in the Tag column from all items listed.

Apply
This button applies all the tagged payments for inclusion in the 1099 list.

Close
Closes the 1099 Adjustments form.

Columns
These columns displays the 1099 and/or non-1099 payment information specific to vendor. The 1099 status, 1099 Type and 1099 Payment/Deduction items may be changed for each individual item.

1099
Items with a checkmark will be included for 1099s. The boxes may be selected manually by clicking, or by choosing the Tag All button. A second click will toggle the prior choice.

Invoice Date
The Invoice Date column shows the date of the payment.

Invoice #
This column shows the Invoice number for this payment.

Invoice Amount
This column shows the Invoice amount for this payment.

Amount Paid
This column shows the amount of this payment .

1099 Type

This column displays the current invoice's 1099 type. The available form types are:

Type 1: 1099-MISC, Miscellaneous Income
Type 2: 1099-DIV, Dividends and Distributions
Type 3: 1099-INT, Interest

BIS® will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

Pay/Ded

This column displays the type of payment or deduction that this expense should appear as on the company's 1099.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

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